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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference room
375 Woodside Ave
San Francisco, CA 94127

9:30 am Monday, February 10, 2003

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of November 26, 2002 meeting minutes
(public comments)

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

4 (ACTION) Review and possible action to recommend FY 2003-04 Operating Budget to full Commission
(public comments)

5 (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Feb. 7. Please call the office to make arrangements.)

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MINUTES OF February 10, 2003 MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center cafeteria 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   The meeting was called to order at 9:40am by Chair Ricci. Comm. Bonilla was present at the gavel.
2. **(ACTION) Review and approval of November 26, 2002 meeting minutes**
   The minutes were approved as written.
   (public comments) There was none
3. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   There was none
4. **(ACTION) Review and possible action to recommend FY 2003-04 Operating Budget reduction plan to full Commission**
   CPO Williams gave a short update to the budget situation, which has worsened since the last time the Commission met. Not only are departments required to submit an average 10% reduced budget, but they are now asked to prepare another 10% reduction contingency plan in case the economic picture in the City does not improve.
   The document distributed at this meeting represents the 10% reduction plan being offered by the Dept. (The entire document is available through the CPO's office at Youth Guidance Center, and will be posted on the Commission's website under meetings, supportive documents, but some highlights to the document include)
   - A reduction of $120K from the Huckleberry Youth Services contract.
   - A transfer of 5 PO's under TANF funding, to general fund, in order to capture reimbursement from Title IV(e) for eligible services—which amounts to approx. 50% of the PO's salaries.
   - A corresponding reduction in the Children's Baseline budget (Community Programs Division) of approx. $500K.
   - Closure of Log Cabin Ranch and contracting out the services to a private provider, or farming out referrals to other ranch programs at a per person cost. The estimated savings would be $1.2 million, but there are some costs associated with keeping a closed facility (security being primary).

   The closure would result in some staff being absorbed elsewhere in the Dept operations –eg. 4 counselors transferred to Juvenile Hall--, but some staff being laid off.
   No assessment of the property's value has been done, so it was not known how much selling off the property would bring.
   - Comm. Bonilla expressed his concern for staff losing their jobs and asked the Chief if he had had any conversations (with the unions) about the possibility of salary reductions as a means of not closing the Ranch. The Chief said he hadn't yet.

   (public comments)
   A representative from Huckleberry Youth Services acknowledged the difficult times faced by this Dept and asked in the spirit of continuing cooperation and coordination that the other service providers work with them to find alternative therapeutic services for the youth Huckleberry would have served, but for the reduction in funds and resultant loss of staff, and to continue working together to provide the network of services needed by these young people.
   Ntanya Lee of Coleman Advocates commended the Dept on their attempts to minimize the effects on

CBO services, and in examining the viability or advisability of the Log Cabin Ranch program, and encouraged them to continue thinking of ways to maximize the provision of services in this current period of tightening funds. She said it would have been useful to see how the cuts were distributed (by percentage) among the Dept's divisions, as they had presented them last year.
She was still concerned for the CBO contracts, and asked the Dept to re think the cut to Huckleberry Youth Services. She also asked for clarification of the Prop J funds which were to be moved to the repeat offenders program, as to legality of using them for youth in the system (as opposed to "non delinquent").
She also questioned the value of spending $161K annually to maintain the JJIS database.
Rich Perino, President of the Dep. Probation Officers Association expressed concern that closing Log Cabin would result in higher Juvenile Hall populations, due to the extended time it would take to get them to out of home placements, or CYA –the other option. Getting rid of the "last stop" option before CYA would lead to increased referrals to CYA.

5 **(ACTION) Adjournment**
Comm. Ricci expressed her desire to continue this meeting until February 13, so that she would have enough time to really review the proposed cuts, just distributed at this meeting, and for the other commissioners to be in a better position to act on it.
It was decided to re convene on Feb. 13, at 9:30am at which time this discussion could be completed.
There being no further business, the meeting was adjourned at 11:45am.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION, continued from Feb. 10, 2003
To be held at Youth Guidance Center Conference room
375 Woodside Ave
San Francisco, CA 94127

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9:30 am Thursday, February 13, 2003

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of February 10, 2003 meeting minutes
(public comments)

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

4 (ACTION) Continued review and possible action to recommend FY 2003-04 Operating Budget reductions to full Commission ** explanatory document: proposed budget reductions
(public comments)

5 (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained at the meeting. Please call the office to make arrangements.)

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MINUTES OF FEBRUARY 13, 2003 Meeting of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION, continued from Feb. 10, 2003
held at Youth Guidance Center cafeteria 375 Woodside Ave San Francisco, CA 94127

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The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
The meeting was called to order at 9:45 am by the Chair. Comm. Bonilla was present at the gavel. Mark Lui and Gwen Tucker represented the Dept.

2. **(ACTION) Review and approval of February 10, 2003 meeting minutes**
The minutes were approved as written.
(public comments) There were none.

3. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
Comments presented here were all related to the proposed closing of Log Cabin Ranch, and are listed under item #4.

4 **(ACTION) Continued review and possible action to recommend FY 2003-04 Operating Budget reductions to full Commission**
Mark Lui stated that there was one revision (a technical adjustment) to the document of Jan. 10, 2003. He pointed to it on pg 3 of the budget, under Professional and Specialized Services, which combines the reduction of $120K from the Status Offenders services contract, and the transference of approx. $13K of program services from the JH budget. He also pointed to the last item on the page, called expenditure recovery, in the amount of $400K. This would be reimbursed via the TANF funding. This was done to meet the requirements of Prop. D, which set baseline funding of children's services.
Comm. Ricci asked if there would be a fuller breakdown of sub categorical costs for the dept. budget by the Wed. 19th meeting. She also asked how the amount of cut was arrived at for the Status Offenders contract.
DCPG Tucker responded that the Dept had decided on a 10% reduction to CBO contracts, based on legislative and the priorities for this Dept. Apparently, Huckleberry is the largest general fund program, and it is very large. The Dept felt that it was better to just cut from one, Status Offender program, rather than spread it across the board.
Comm. Ricci asked about the PrIDE program. DPO Tucker referred to Liz Jackson-Simpson. She said that this contract is paid for out of TANF and not general baseline funds. The sunset of those programs under TANF will be Oct. of this year.
Comm Bonilla asked about the Owens Information contract. DPO Tucker said that this is through the end of this fiscal year. It is for programming for our organization. We have to have a programmer to work the entire computer system. Without a programmer the Dept would not be able to function. The alternative approaches are being worked on. If the Dept didn't continue that contract then they would have to enlist another position, but in this budget year that potential is slim. The Dept is mandatory to have a programmer to complete the computer programming.

(public comments)
Jack Jacqua spoke against the closure of the Ranch. There are no other like programs the youth can be referred to. This would only lead to more CYA commitments.

Closing the ranch is not as much about money as it is about not having the will, vision, and spirit to keep it open.
Joe Berkowitz, a LCR counselor said that by the figures, the Dept is choosing to balance its books on the backs of Log Cabin Ranch and the kids.
Tracy Brown, Mission Neighborhood Centers, questioned the wisdom of moving CBO contracts to TANF funding, which will end in Oct. 03.
M. Lui recounted that the "technical adjustment" he mentioned earlier essentially sets out that the CBO contracts would be reduced by a total of about $107K, and not the original amount noted in the Feb. 10 document.
Comm. Bonilla asked what would have to be cut in order to keep LCR as it is today.
Tucker said that those determinations would have to be made by what the legislative mandates are. The Dept did a very thorough review of what those legislative mandates were, what the Dept priorities were, etc. and this is what they came up with. "We are clear that cutting LCR is not the best thing for the children or for SF. This is about budget cuts and the mandates we were given of what must be cut," Tucker said.
Dr. Kyra Bobinet, of Vision Youthz, spoke against the closing of LCR. She suggested forming a collaborative of CBOs who might come up with a scheme of operation for LCR. She welcomed participation on such a body.
Jim Fithian, VP at LCR, spoke against the closing of LCR. He gave a recounting of the improvements and accomplishments of the school program and the youth there and strongly opposed throwing that program away. As an alternative, he proposed a 10% cut across the board in the Dept's budget, or to just tell the Bd of Supervisors that it is unacceptable to cut anything from LCR.
Henry Breen of the YGC Vol. Aux, asked it the Dept had any idea as to restrictions on the use of the land at LCR, which would kill any attempt to sell it or use it for other than what is now being done. He strongly opposed closing LCR.
Tucker said that legal documents regarding the land had been reviewed by the City Attorney's office and there are no restrictions on its usage.
A representative from SLUG spoke in opposition to the closing.
The Native Plant manager at LCR opposed the closing, and distributed some documents regarding conservation and environmental protection, which might be useful in finding alternative funds to continue LCR.
Writers' Corps opposed the closing, citing the wealth of accomplishments the program and the youth have made in the past 6 yrs and the value of the program to turning youth around and steering them to productive futures.
The National Foundation for Teaching Entrepreneurship opposed the closing, also citing their work with the youth and what youth have done. The representative mentioned the impact their work has had in other parts of the nation. He also stated that among all those concerned with LCR, there was a "brain trust" that could be accessed to come up with a best solution to the problem. He welcomed inclusion in this.
The Fatherhood Development Coordinator from the Family Restoration House in the Bayview, opposed the closing..
Derald Ford of the Trauma Foundation, said that there is no comparable program in other counties (eg. Alameda), to LCR. He asked why the Dept didn't try to find other funds to keep the ranch open (eg. selling some of the property, returning 1% of their pay).
Rev Toni Dunbar spoke against closing LCR.
Com. Bonilla encouraged all those concerned to lobby those with the purse strings to keep LCR funded.
Don Sanders, Dir of LCR, said that the LCR staff has expressed their willingness to take unpaid furloughs, something he hasn't heard anyone else in the Dept willing to do. He also said that he investigated services from the CYA and there are no similar services available there. He opposed the closing of LCR. He said that those making decisions affecting the ranch do not know what's going on there.
Liller B. Jackson, counseling coordinator at LCR: She spoke about her experience at a conference on ranch programs where she found that LCR is the only ranch that had violence reduction programs for

the youth. She said that CYA used LCR's model for victim impact sensitivity training. LCR's family reunification goals would be lost if the youth were just shipped out to other ranches even further away.
Ray Balberan, Mission Neighborhood Centers, cautioned not to overuse LCR if it is kept open. And also to make sure that language access to services is not a problem.
Nina Fisher, mental health professional from Dept of Public Health, at LCR. Therapeutic group facilitator. She referred to the many firsts that LCR created, working on therapeutic issues for young men. She said that this is the only ranch that provides such services to their youth.
She said that the idea that cutting LCR would save $2.1 million is wrong because they will still have to use $1 million to contract out for services to serve those same youth.
Comm. Ricci thanked all the speakers, and said she feels the same way they do. She encouraged others to create a collaborative and try to find a way to keep LCR open. She expressed her willingness to work with such a collaborative, but said that they needed to have all the facts and figures at their disposal to be able to show what the benefits and losses would be if LCR were open or closed.
Comm. Bonilla agreed. The private sector needs to be enlisted since the public sector is experiencing such fiscal problems.
Kent Eagleson of the Boys/Girls Home. Recounted that they had once had an operation called Transition House –an aftercare program for the Ranch which previous JPD administrations closed down. He expressed his opinion that kids who are referred to LCR are in need of what LCR can provide and not what CBOs in a community based setting can do. So he cautioned against looking to CBOs to take up the slack if LCR is closed, as this would be inappropriate to the therapeutic needs of those youth. He opposes the closing of the ranch.
Comm. Bonilla repeated that he moved to recommend the current budget to the full commission for consideration on the 19th.

5 **(ACTION) Adjournment**
There being no further business, the meeting was adjourned at 11:27am.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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To be held at Youth Guidance Center Conference room
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9:30 am Monday, March 3, 2003

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of February 13, 2003 meeting minutes
(public comments)

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

4 (ACTION) Continued review and possible action to recommend contingency reductions to FY 03-04 Operating Budget, to full Commission ** explanatory document: proposed contingency reductions
(public comments)

5 (ACTION) Adjournment

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MINUTES OF MARCH 3, 2003 MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference room 375 Woodside Ave San Francisco, CA 94127

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1. (ACTION) Roll Call
The meeting was called to order at 9:49 am by the Chair. Comm. Bonilla was present at the gavel.
Comm. Hale, sat in ex official capacity.
CPO Williams, Mark Lui represented the Dept.

2. (ACTION) Review and approval of February 13, 2003 meeting minutes
Minutes were approved as written.
(public comments) There was none.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
Vicky Riga (spelling?), with NFTE at LCR, commented that while there were no "miracles" there –at LCR-- (meaning not everything moved straight lined from failure to total success), to cut off LCR from the youth there would be a great loss. She encouraged them to find a way to keep it open.
Jim Fithian, Asst Principal at LCR, commented that anyone making any comments about LCR who hasn't been there in 6 mos, is not speaking about the current situation there. He asked the Commission to communicate to the Mayor's office that it just shouldn't be in the City's priorities to close LCR. LCR is a "good citizen factory," that produces very positive young men who are now productive members of society. He quoted from a United Nations report on sustainable development, giving the definition as "meeting the present needs without compromising the ability of future generations to meet their own needs." And repeated that the City cannot afford to cut LCR.

4 (ACTION) Continued review and possible action to recommend contingency reductions to FY 03-04 Operating Budget, to full Commission.
The Chief referred to the 2 page handout as the culmination of a 2 day meeting of the Executive Team. (document available through the CPO's office). He gave the presentation to Mark Lui who capitulated the items line by line, some highlights:
#3 of revenue lines was the proposed sale or lease of LCR property in the amount of $400K. The Dept is looking for a real estate consultant to work with them on this.
Comm. Bonilla asked if it wouldn't be more concrete to project between $800K and $2 mil in income from the "rental" of bed space at LCR than trying to sell property in this economic cycle? There is a clear need for such space, and he said his recollection from the last meeting was that the Chief said they could generate anywhere from $800K to $2 mil from renting be space.
The Chief corrected Comm. Bonilla, saying it would probably cost the Dept from $850K to $1.2 mil to place the kids who would otherwise go to LCR.
In answer to whether bed space rental was more concrete than sale of the property, the Chief said no.
Comm. Ricci asked how many acres would be sold for this amount? The Chief had no answer.
Comm. Ricci asked what the estimated revenue might be from renting bed space. The Chief said it depended upon many factors, which he did not have on hand, but said he could get those for the Commissioners after the meeting.
#4 is a proposed administrative fee assessed to contracts. Comm. Ricci asked for an explanation of this. M. Lui said that there are services the Dept provides in oversight and monitoring of contracts (eg. the Youth Development & Crime Prevention grant) where they do not get any administrative costs covered. The Chief said this fee does not apply to the CBO contracts. It is for contracts of other revenue sources that the Dept. administers.
Comm. Ricci asked what the total contract amount was for #12. Ans: $161K
M.Lui said that for #16 they would be looking for remaining staff to take some of the work of those positions that would be cut.

The Chief said that essentially, with vacancies, and personnel cuts in this proposal, the Dept will sustain staff cuts of about 27%.
Liz Jackson-Simpson said that the City is required by ordinance to maintain a basal level of funding of children's programs. She also mentioned that many contracts are of a level ($65K) where there isn't much "wiggle" room so cuts would be very difficult.
Comm. Ricci asked for an explanation of Prop D. L. Jackson-Simpson explained the need for a 4% basal level of spending on children's programs.
M. Lui referred to the cut of the cashier position #17.
Comm. Ricci asked about the scheduling software, to which M. Lui explained it was software which helps schedule the staff time in the new juvenile hall.
(public comments)
Henry Breen asked about line item #3 on the Dept's document-- $400K for sale/lease of LCR. He wanted to know clearly what it meant. Comm. Hale advised Comm Ricci that they could not respond to Mr. Breen's question and request. He repeated that the document is ambiguous and confusing. He said that if there was no way to have dialog with the Commission on what is on the agenda, then the whole meeting is meaningless.
He furthered said he feels the Dept's document is worthless, and that the public is being misled and if the Commission is going to help the public, then it is their responsibility to explain. He referred to the terms sale and lease and said that they are vastly different, and if the Commission wants the public to understand and support them, then they need to explain it all clearly.
Comm. Hale said that the document is clear.
He said that the questions Mr. Breen was raising will be answered through the process.
He asked the Chief to explain #3. The Chief said that it is a proposed increase in revenue. He said this was a conservative estimate. He said that all the revenue amounts were estimated.
Dorothy Ellis, PO, spoke in opposition to closing LCR.
Comm. Ricci, again said that since this was not on the agenda, there could be no response at the time. She said that it could be placed on a future agenda to be discussed.
Comm. Hale said that the Commission was restricted to what it could discuss at the meeting.
D. Ellis said that the staff cuts being proposed will produce public safety issues.
Roger Gainey, PO, said that there needs to be more accurate figures being offered in a proposed budget. (eg. the $400K is really not reconcilable with what is possible at LCR).
Comm. Hale responded to his comments.
R. Gainey repeated that the proposal needs to be more serious (with more concrete figures), because jobs and lives are at stake.
The meeting was recessed for 10 mins.
Henrietta Lee said that the proposal to cut positions and form a clerical pool was illusory as they are already doing a clerical pool now. There's already shortages in this pool. And to propose cutting laundry workers is a meet and discuss issue with the union.
Bruce Fisher, Huckleberry Youth Programs responded to the question of the impact of a 15% budget cut, on their services. He mentioned a series of cuts they are already facing and how this would additionally reduce their ability to provide services. This is a crises situation across the board. He said that the work of the CBOs should be seen as work done by the City itself, since CBOs provide many of the services for the City.
Comm. Ricci asked the Dept to clarify #3 with specifics.
Comm Hale said that until there is a land survey they will not be able to get more concrete figures.
Comm. Bonilla asked for the Dept to come up with an alternative to #3 (other revenue generating schemes, eg. renting beds).
Comm. Ricci referred to #12, and asked for additional reductions from it. The Chief said they have been discussing turning this contract into a civil service position. He said that Local 21 is supporting them on this idea.
Comm. Ricci said that the Finance Comm. would like to further review the CBO contracts and possibly make their own recommendations on this (#13). Comm Bonilla said that possibly considering a 15% cut. Toward this, he asked that all contractors give the Committee a written statement on the impact of such a cut on their services.

The Chief restated his understanding of what the Committee wanted on this item: the Dept will provide a 15% dollar amount cut on item #13, and have the CBOs respond in writing on the impact on their programs.

Comm Ricci said that for items #15-25, the Committee would like to make their own recommendations and review this further to make adjustments.

The Chief clarified that as a result of the discussion at this meeting, the Committee would communicate to him what changes it would like to see, before Thursday (March 6). Comm. Ricci said yes.

Comm. Ricci stated that they would continue review of items #15-25 because they wanted to try an avoid the staff reductions of line people, and to look at the revenue potential of the ranch, to keep services there.

The Chief repeated the requests of the Committee: that the Dept provide other options to #3, speculative or concrete (eg. bed rentals) that could generate the $400K from LCR. He asked about #12. Comm. Ricci said that they would like to see if more could be saved on this item.

The Chief said that he would provide the figures for why they think this is all they can save.

Comm Bonilla said that he could possibly present their alternatives to the Dept in terms of what to cut. This will be "consultancy" because of Sunshine, so no motion will be made toward those possible recommendations.

Comm. Hale stated his understanding, that they are not necessarily offering an alternative, because if that's the case, those alternatives need to be noticed, and people need to have the chance to look at that. What they are doing is going through a process to develop a contingency plan as a recommendation and in that conversation they are bringing their information and suggesting modifications. Comm. Bonilla said, possibly.

The Chief asked if the Committee wanted the revised document with the information, on Thursday or before, and if so, when.

Comm. Bonilla said, close of business on Wed. the 5.

The Chief again repeated the items to be dealt with.

On items #15-25, he understood the Committee would communicate to them what the Committee wanted included in the document, by close of business Wed.

Comm. Bonilla said the only reason they are putting it on the calendar is so they can discuss it legally if it comes up. They may not present it, but just so it is legal in case they do want to present them.

The Dept doesn't have to do anything with these items until the Committee discusses on Thursday what direction it wants to give the Dept.

Comm. Ricci commented that they would communicate to the Chief any other position cuts which the Committee might feel is appropriate. The Chief stated "as part of the discussion at the Thursday meeting." Comm. Ricci answered, "correct."

Public Comments:

Raul Hernandez, spoke in regards to #7,8,9, he said that these cuts were made on a voluntary basis by IT. He emphasized that with the reductions, the ability to provide support to the Dept in maintaining the computers would be compromised.

Comm. Bonilla commended the staff and administration for doing their work. He said that everyone has to do their job, and the Committee was just trying to do theirs. He thanked the Dept for continuing the good work.

5 (ACTION) Adjournment

There being no further business, the meeting was adjourned at 12:30 pm.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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NOTICE OF MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center cafeteria
375 Woodside Ave
San Francisco, CA 94127

5:30pm Thursday, March 6, 2003

AGENDA

1. (ACTION) Roll Call

2. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

3. (ACTION) Continued review and possible action to recommend any revisions to the contingency reductions to FY 03-04 Operating Budget, to full Commission. ** explanatory document: proposed contingency reductions
(public comments)

4 (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained at the meeting. Please call the office to make arrangements.)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF MEETING of the FINANCE COMMITTEE of the JUVENILE PROBATION COMMISSION held at Youth Guidance Center cafeteria 375 Woodside Ave San Francisco, CA 94127

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The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The Chair called the meeting to order at 5:45 pm. Comm. Bonilla was present at the gavel.

2. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
Bill Kelly, former juvenile hall counselor and policeman, opposed closing LCR, and had serious questions about privatization. He said that neither of them serves the public safety interest, the interests of the post-adjudicated youth, and it is not fiscally responsible. He gave a series of stats, which showed SF is a place of high crimes. It is also a place where services are more and more contracted out to private providers. LCR is a place where youth can learn limits. He said that the youth need to have interaction with staff who are committed and not just here on their way to somewhere else. He said he has seen the shortsightedness of the Dept over the years, citing that no case in the last 10 yrs of a dismissed JPD employee has been upheld in arbitration. He said in the past 2 yrs, there were three cases where reinstated employees were awarded, collectively, $400K in back pay, for the time they were off work. He said that such cases have been going on for over a decade, and he believes there needs to be a closer look at the fiscal responsibility of the Dept. The same question of fiscal responsibility applies to the plan to cut the Ranch.
Frank Murphy, SEIU 790, said that the Committee was not obligated to accept either proposal from the Dept (closing LCR, or cutting CBOs). He said it would be a simple matter to reject these proposals and come up with one that met the budget objectives, but was supportive of the youth, workers, and CBOs. He referred to the previous speaker's examples of unfair firings, and said that the Dept was receiving bad legal advice, much as is happening regarding this budget, and he encouraged the Committee to just reject that bad advice. He further asked the Committee to look into the fiscal responsibility of the Dept, which is using so many funds in the pursuit of practices that clearly violate labor laws.
Gonzalo Fierro, counselor at LCR. Spoke in opposition to closing or privatizing LCR.
Enola Maxwell, Potrero Hill Neighborhood Center, and the Case Manager of the IHBS program, both spoke in opposition to closing LCR. They also said they were willing to cut out their administrative costs in order to maintain their service staff.
Ray Balberan, RAP, spoke in support of both LCR and CBOs. He spoke against CYA commitments. Without LCR and CBOs, the costs of CYA and juvenile hall detainment would be astronomical.
Tracy Brown, Mission Neighborhood Centers, said that the Board of Supervisors would support keeping kids out of jail. She said that they could bring out support when the Commission has to go before the Bd of Supes to advocate.
Jack Jacqua, said the issue is not about pleasing politicians. It is about fighting for "our" kids.
He referred to the JPD bulletin, March 4, which said there are options other than LCR. He disagreed. He said he asked at the last meeting, but was never answered (an answer was promised), where the placement options were for those youth in the future. He said that if the Dept was pushing a good program at LCR, then there should be 70 youth there. He said that those working directly with the children shouldn't be cut if position cuts are needed. They should be the people with "fat salaries" who do not come directly in contact with the youth. He challenged the Committee to find the creative means to continue "saving" the children.
Vicky Riga, teacher at LCR, says the City should see LCR as an asset and not a liability. There are many strategies to keep it open. If they could bring in business people, they could probably make a

plan to keep it (even renting out 30 beds would bring in about $1.5 million).
Tracy Haynes, LCR counselor, recounted what the youth told Comm. Hale last Friday. They all wanted to come to the meeting and speak for themselves in support of LCR. They said that if they hadn't had LCR, they would all have gone to CYA.
Joe Tanner, JH counselor, said he has seen how youth run from group homes but not the Ranch. He admitted that there have been problems in the past at the Ranch. But not now. He says there is a change in the young men who go to the Ranch. He opposed its closing.
James Bryant, SEIU 790, asked the Committee not approve the proposed cuts. He said that before cuts are made, be sure that there are no outside contracts for services which could be done by Dept employees, and that there is no administrative staff that are not needed.
Kent Eagleson, Dir. SF Boys and Girls Home, referred to p. 10, #13 of the draft cut plan, and said that asking for cuts from their administrative costs is not possible, since many of them apply the funds directly to services. He said the result of cuts to CBOs would be greater detention in JH.
Rick ____, LCR counselor, spoke in opposition to closing LCR.
A representative from Instituto Familiar de la Raza, spoke against the CBO cuts as well as LCR closing.
Henry Medina, a case manager for Instituto, gave a short history of his past, and also spoke in opposition to CBO cuts and LCR closing.
_____ Ibana, said that the cuts to LCR and CBOs should not be pitted against each other.
Joanne Hernandez, who said she was a product of community programs, and now is home detention supervisor, said that CBO programs are essential to helping young people turn their lives around. She opposed the cuts to CBO contracts.
Gary Thompson, counselor at LCR, was opposed to closing LCR and CBO programs.
Cortez Espinoza, case manager at Morrisania West, recounted his own past and how CBOs have helped him turn around. He spoke against closing LCR.
Kim Salani, home supervision case manager, Morrisania West, accused Comm. Bonilla of lying about Morrisania West's documentation. Comm. Bonilla responded that no one has accused anyone of falsification of anything.
Gerald Dong, case manager at CYC, also recounted his past as an example of what CBOs do. He said it was ridiculous to be talking about cutting contracts that are already so small. Those contract increases (eg. IHBS) have been insignificant over time.
Nina, a mental health counselor from SPY at LCR, said that disadvantaged youth do not have the options that middle class/upper middle class youth have to go to private schools or academies to change themselves. LCR represents their only option.
Jim Fithian, asst. Principal at LCR, said that if lease/sale of property at LCR is being considered, that it be the land that is adjacent to other people's property (along the fringes of LCR) rather than in the middle of it. He said that small houses in La Honda, with no land, are going for half a million.
Mary Rogers, a coordinator for an after school program, said that closing LCR is a bad idea. She said that if money is necessary there are empty public parks, and statues (or painting the city hall dome gold) that money is used for.
James McElroy, Program Director, youth services, BVHP Foundation, said that cutting LCR and CBO programs just leads to total failure since they have a relationship. He said there is a great difference between kids that come out of CYA and LCR, and he wants those coming out of LCR, not CYA, walking in his neighborhood.
Office of Samoan Affairs, said that this community continues to be underserved. She encouraged them to re think the impact of closing LCR.
Executive Dir. of Vision Youthz, opposed closing LCR.
Rich Perino, President, POA, stated that there are 168 FT budgeted POs, but only 148 of them are filled, leaving 20 vacancies ($approx. 1.75 million). He said that this was an example of how everybody is contributing to helping the budget situation.
Roger Gainey, PO, said that even during the period when the City was "flush" with money, the Dept

ran with a skeleton crew. And now, in leaner times, an already lean Dept is asked to cut further. Losing 7 more POs is not something we can afford to do.
He said that the claims of consolidating divisions now, are not something new. They have been working without secretaries or stenographers for a long while, doing their own reports. He said it's gotten so bad, he had to paint his own office. He said that there are other areas in the Dept's budget, which could be cut without putting it all on the backs of line staff.

3. (ACTION) Continued review and possible action to recommend any revisions to the contingency reductions to FY 03-04 Operating Budget, to full Commission.
The Chief reviewed that at the March 3 meeting of the Finance Committee, he was directed to return with a document that gave other options to items #3, 12 and 13, with a further justification given for #12. (a new document was given to the Committee)
He said the clarification of #3 specifies that the sale/lease be only for part of the property and not entire property.
He said the prospect of renting bed space, in his opinion, was as speculative as the sale/lease option presented. (items #3a and #3b) and reducing staff would only give a small amount of savings.
He referred to the Owens Information contract, and said the explanation was in the new document.
Mark Lui repeated the 3 items. He said that the Dept of Public Health and SFUSD could charge the Dept for their services at the ranch, the contracting of other counties could take up time in the new fiscal year, and the added staffing would reduce any potential savings. They estimate that renting bed space would net $66K a year. (given 25 beds x $60K/youth/yr)
#3b, reducing staffing another 6 positions (at an average cost per position of $70K –including benefits). = $420,000.
#12, M. Lui said they were trying to get a 1053 Business Analyst position to replace the contract, leaving a remainder of about $45K.
#13a shows the amount received from a 15% cut in CBO contracts, as suggested by the Committee. M. Lui said that this reduction would compromise the JDAI efforts and lead to more detention in Juvenile Hall.
Comm. Bonilla asked about the numbers of probation officers mentioned in public comments. The Chief said that those numbers represent both adult and juvenile, and that juvenile probably has equal percentages of vacancies as adult has.
Comm. Ricci asked about the figures for the JJIS contract. Other than cost of getting a civil service position to replace it, $24K is set aside to pay Owens Information and DTIS for helping do the transfer.
Ques: what has been spent on that JJIS contract to date this year. Ans: probably ¾ of the amount.
The Chief listed some of the reports produced by the JJIS contractor: daily house list, caseload lists of POs. No current Dept staff can write programming language (Visual Basic) that the system runs on. Nobody but the programmer or an equivalent position would have that capability.
Comm. Bonilla asked if the revenue from La Honda help to protect some of the positions on page 2 of the document.
The Chief said a qualified yes.
Comm. Ricci asked what the current fiscal year would look like. The Chief said that the projection is to finish the year even, with no deficit.
Comm. Ricci asked what percentage of Huckleberry's service population is made up of Dept youth. The Chief said about 35% are juvenile probation referrals.
Ques: what was the recidivism rate of those youth? The Chief didn't have that number.
Liz Jackson-Simpson said that Huckleberry served about 375 youth last year, of which approx 30% (50) were referrals from the Dept.
Comm Ricci commented that she was very concerned with the youth being served by the Dept, vis a vis these cuts, and hoped at everyone would not stop at this level (the Commission), but continue to coordinate their voice in pushing the higher ups in opposing cuts. She stated she is proposing that the Dept's contingency cuts, with the following exceptions (items #3, #12, #13, #15-25) will be moved to the

full Commission for discussion. The items she cited would be moved out of committee without a recommendation.
Comm. Bonilla seconded this motion, and echoed his own concern for the dismal fiscal situation faced by everyone. He said that everyone has to return to his or her communities and try to influence change in a united way.

(public comments)
Raul Hernandez of YGC suggested selling naming rights a LCR. He also said they need to keep the JJIS contract.
James Bryant of SEIU, supported the Committee's decision to not make recommendations on the budget, and to have it reviewed by the full Commission.
Comm. Hale asked the Chief if the labor leadership is willing to take a voluntary work furlough?
Comm. Bonilla said that he wasn't asking just for organizing against the cuts. He said it was necessary to come up with concrete alternative plans.
Comm. Ricci repeated the motion.

4 (ACTION) Adjournment
There being no further business, the meeting was adjourned at 8:45 pm.

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Sent: Tuesday, April 08, 2003 10:55 AM
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CITY AND COUNTY OF SAN FRANCISCO

JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center cafeteria
375 Woodside Ave
San Francisco, CA 94127

11:00 am Friday, April 11, 2003

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AGENDA

1.	(ACTION) Roll Call
2.	(ACTION) Review minutes of March 3, 6, 2003.
3.	(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
4.	(DISCUSSION/ACTION) a. Review of all vendor contracts and CBO contracts, with total amounts, and service provided to Log Cabin Ranch, and/or the Department. **explanatory documents: contracts b. Review all "non mandated" expenses. Possible recommendations to full Commission for certain cuts. ** Dept FY 03-04 budget

| | (public comments)

| 5. | (ACTION) Adjournment

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JUVENILE PROBATION COMMISSION
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UNEDITED DRAFT MINUTES OF APRIL 11, 2003 MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center conference rm 375 Woodside Ave San Francisco, CA 94127

1. (ACTION) Roll Call
The Chair called the meeting to order at 11:25 am. Comm Hale announced that he was appointed to the Committee by President Dupre. After a call to President Dupre, it was confirmed. Comms. Bonilla and Hale were present at the gavel. The Chief, M. Lui represented the Dept.

2. (ACTION) Review minutes of March 3, 6, 2003.
The minutes were approved as written.
3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
Ntanya Lee, Coleman Advocates, referred to a document which showed different figures for CBO contracts (presented by the Dept at various times) but seemed to be conflicting, and less some $400K (difference between $1.6 and $1.2 million) She asked for an explanation of this. Comm. Ricci was reminded that the Commissioners were not allowed to respond to public comment. Comm. Hale asked that this be investigated and scheduled for explanation at the next meeting.

4. (DISCUSSION/ACTION)
   a. Review of all vendor contracts and CBO contracts, with total amounts, and service provided to Log Cabin Ranch, and/or the Department.
   The Chief asked what the objective of this review was; to modify the baseline, contingency plans to get additional funding for LCRS?
   Comm. Ricci said that this was an opportunity to closely review the Dept's budget to see if all possibilities for potential savings were covered, as well as to get a firm and clear picture as to the contracts and the process by which they came to be, to be assured that all processes were abided by. She emphasized that this level of inspection has never been done before, which is why she wants to be fully informed about these matters, so that she has a confidence in the finances of the Dept.
   The Chief said he thought the decision reached in the Ad Hoc Committee was going to be the final decision (the proposed plan for $1.4 mil).
   Comm. Bonilla said that he had early on stated that if there were other funds the Finance Committee might be able to identify in the budget, that he would be looking at that, and this meeting will be the first round of review for that purpose.
   There was a discussion regarding what this Committee can and cannot do. Eg. looking at individual contracts and making recommendations opposed to Dept choices.
   Comm. Ricci stated that the Finance Comm. has been looking at the Dept's finances and this is the vehicle to do it. Not the Ad Hoc Committee on LCRS.
   Comm. Hale stated his concern for micro managing.
   Comm Bonilla said that his one objective for this review is to see if he can find additional funds for LCRS, a commitment he made to the youth there and in the City.
   Comm. Ricci said that additionally she felt the need to look closer at the finances, since the recent reports provided the Committee lacked a great deal of detail that was contained in prior year's reports (she showed past budget docs that were given the Committee while E. Lopatin was here).
   Comm. Hale continued to express his concern over the Committee taking issue with any decisions made by the Dept on how to spend the funds. He commended the administration for their work.
   Comm. Ricci said that regardless of how well the Dept may be doing, it is still the charge of the Finance Committee to review things. She referred to a document dated 2/21/03 which she said could be further clarified for a full understanding, as an example. She commented that in previous years she was kept abreast of the process, being told of meetings between the Controllers/Mayor's office and the Dept. Such information has not been forthcoming this year.

Comm. Ricci asked about the Bayview Hunters Point Foundation contracts for $65K and $140K. Liz Jackson-Simpson said that the first one is funded from the Children's Baseline budget, while the latter is TANF funds.
The process of future funding from TANF and other sources, has not yet been finalized so these contracts will not necessarily be the same come Oct.
Comm. Ricci asked if contracts were obligated to be fully paid, if services were not being received. Ans: if services not being received, no. If they were, yes.
The Chief mentioned the 33% reduction in administration staff. Ques: what percent of that is support staff, as opposed to management positions. The Chief did not have an answer.
He said that if the Committee had specific positions or contracts in mind that it wanted to recommend cuts to, then it was their prerogative.

Comm. Ricci asked about the (0922) position of Manager II, being in two division's budgets. The Chief said that the position is funded from two different pots. The admin portion is from general funds, the probation services portion is from TANF. It is one position supported by two funding sources. M. Lui corrected that, saying an additional $20K is used from the Children's System of Care (Dept of Children's Mental Health Services) to support that position. So, it is approx. $104K for that position. Comm. Bonilla asked again for a break out of management staff vs support staff lossed by admin. The Chief said that they could provide that for him in a chart. Comm. Hale said that cuts straight from top to bottom could not be made. This is all part of public administrative theory. He said he had no problem with the Committee asking the question, but he did if the Committee wanted to substitute its thinking over the Dept's. Even he, being one of the more experienced Commissioners, isn't qualified to make the management decisions regarding one position over another.

Comm. Bonilla disagreed. The Chief stated again that he will provide that list of positions that Comm. Bonilla asked for. He further said that one member of the Executive Team did offer to be laid off, and was part of the items that they had asked to have discussed as part of the Dept's agenda items that they wanted included at this meeting, and wasn't included on the agenda.

b. Review all "non mandated" expenses. Possible recommendations to full Commission for certain cuts.
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There is still a $420K "hole" in the contingency reduction plan, as the revenues the Dept hoped would be credited to next year was not, it was credited to this year. Therefore, additional reductions will have to be made, to complete the contingency plan.
Comm Hale said that as far as LCR is concerned, he only wanted to hear what the Ad Hoc Committee had come up with as a plan. As for finding additional dollars through this process, he was more interested in what the Dept had to say. He acknowledged the public's right to input and

give its concerns, that is all it is, a right to give input. As a Commissioner, Hale takes that into account but much more importantly the Chief and Executive Team believes in their professional experience they have a plan, then he is satisfied.
The Chief asked if there were specific directions on finding additional cuts to add dollars to the LCR plan.
Comm. Ricci said that she needs much more information before such directions can be made.
There was a discussion regarding who would be entrusted with the decisions for this Dept's budget. There was a difference of opinion regarding who was in charge (the Mayor or his representatives, the Commission) with that responsibility. Comm. Ricci especially recalled that the Mayor said he put his trust in the Commission to exercise their best judgment on his behalf.
Comm. Ricci said that she now wanted to look at unnecessary positions and expenses for possibility of cutting.
The Chief gave a recapitulation of what he understood to be the requests of the Finance Committee. Those were: clarification of Prop 86 funds, reconcile the figures mentioned by Ntanya Lee, specific recommendations for cuts equaling $420K to complete the contingency plan, and finding another $300K for LCR.
If the Committee has specific directions to the Dept for potential cuts, then they should make them.
Comm. Ricci stated that she wanted to see a list of all unmandated positions in administration that are not mandated. The Chief said that other than the Chief's position, no other position is mandated. The question was whether the request was intended as a list of executive staff. Comm. Hale said that looking at executive level for cuts is not advisable.
A short review of the positions in the admin led to a discussion about mandated and non mandated positions. Comm. Hale said that the Chief's job is mandated by law, but that others in the Executive Team were not. He said that the W&I allowed counties to establish a Chief Probation Officer, and Deputy and Assistant Probation Officer. They all are technically mandated. Eg. the Asst. Chief Probation Officer is authorized in the legislation. It is a position that is identified, the Probation, Deputy and Assistant Probation Officer are the only positions in the statute that are authorized.
Comm. Bonilla asked about the Director of Finance position, which M. Lui is acting in, leaving his own position (class) vacant. If he ultimately takes the Director's job, and his old position is vacant, what can be done with that money? Likewise with the Asst. Chief's position, if the incumbent assumes the Chief's position. What can be done with the money for that position? M. Lui said that will be taken into account through salary savings. Vacancies (15% of total staff) are expected and will be kept so, leaving a savings in salary.
If an internal transfer occurs, then there's still a salary savings. The approval to fill the Director's position (Lui acting in) was given on the condition of leaving his old position vacant.
Comm. Bonilla suggested the Commissioners give back their modest stipends.
Comm. Hale repeated his challenge to the union executives to give up a percentage of their salaries (he would match the same percentage).
There was further identification of positions in the admin budget. Jose Perla (acting Dir of IT) ran down the different positions within IT and said that the division was already short-handed. (positions: 1003, operator Sr, does court petitions, dispositions that goes into the JJIS and crime location database. Main help desk operator. 1022, main user support dealing with computer equipment problems. 1043, network engineer. A 1024,J. Perla, supervises all operations of the IT division. Nothing to do with research, or reports. Project Director is responsible for those reporting chores.
Comm Bonilla thanked J. Perla for taking him on a tour of the IT division.
M Lui talked about the 8336 position, Dir of Finance/Admin.
In Personnel there is 1246, Principal Personnel Analyst. Responsible for conducting our own exams, ongoing investigations --a very high volume activity--, dealing with the workers comp issues. A 1244, who is retired, assisted the 1246. The 1246 has a clerical staff which only does clerical support.
Juliet Gil is assigned to assist them from time to time, but she is not qualified to deal with personnel issues, her skills are in accounting and finance. There is a request to refill the 1244.

1222 are the Sr. Payroll and Personnel Clerks. There are also 2 clerical personnel techs and clerks in personnel.
1824 Principal Admin. Analyst manages the finance and accounting unit. Monitors expenditures, makes sure contracts are processed appropriately. Balancing the budget throughout the year.
Two 1844 Sr. Management Asst. report to that person. One of the 1844 manages the accounting unit and the two payroll clerks, cashier, and the cash payable functions. The other is responsible for contract processing and purchasing function for the dept. One third of the CBO contracts are assigned to this person to process.
Comm Hale expressed concern over the timeline for submitting any adjustments to the budget to the Mayor's office. He opposed any additional request for more money to be added to the LCR proposal.
It was suggested to schedule another Finance Committee meeting for April 15 at 5:30pm.
President Dupre will be contacted regarding setting of a special commission meeting to follow up on Finance.

(public comments)

J. Berkowitz, LCR, expressed his disagreement with Comm Hale's comments regarding LCR. They should be held accountable for what they have done, not for what might have happened before they began reforming the work there. There have been successes (statistically significant), and this is an opportunity to keep it open so it can continue to improve and serve more young people. He further said that the proposal for keeping LCR open, from the Dept, doesn't account for any work schedule needs (comp time, OT, vacation/holiday pay) and does violate labor laws.
Ntanya Lee was concerned for what will happen to the CBOs if TANf does not get refunded. She suggested that the extra funds found be given to the CBOs rather than LCR.
Gary Thompson, LCR counselor, asked if any audit was being asked for, to try and discover any funds for LCR? Comm. Ricci said that the Commission cannot respond to that question. Comm. Hale asked for a clarification to his question. Was the Commission asking for an audit of the TANF grants to see if the money was spent in accordance with plans?
The Chief said that there is an annual TANF assessment, (copy of the report in Comm Ricci's possession at the meeting).
Comm. Bonilla said, no, they were not asking for an audit.

5. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 2:45 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF APRIL 11, 2003 MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center conference rm 375 Woodside Ave San Francisco, CA 94127

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The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The Chair called the meeting to order at 11:25 am. Comm Hale announced that President Dupre appointed him to the Committee. After a call to President Dupre, it was confirmed. Comms. Bonilla and Hale were present at the gavel. The Chief, M. Lui represented the Dept.

2. (ACTION) Review minutes of March 3, 6, 2003.
The minutes were approved as written.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
Ntanya Lee, Coleman Advocates, referred to a document which showed different figures for CBO contracts (presented by the Dept at various times) but seemed to be conflicting, and less some $400K (difference between $1.6 and $1.2 million) She asked for an explanation of this. Comm. Ricci was reminded that the Commissioners were not allowed to respond to public comment. Comm. Hale asked that this be investigated and scheduled for explanation at the next meeting.

4. (DISCUSSION/ACTION)
   a. Review of all vendor contracts and CBO contracts, with total amounts, and service provided to Log Cabin Ranch, and/or the Department.
   The Chief asked what the objective of this review was; to modify the baseline, contingency plans to get additional funding for LCRS?
   Comm. Ricci said that this was an opportunity to closely review the Dept's budget to see if all possibilities for potential savings were covered, as well as to get a firm and clear picture as to the contracts and the process by which they came to be, to be assured that all processes were abided by. She emphasized that this level of inspection has never been done before, which is why she wants to be fully informed about these matters, so that she has a confidence in the finances of the Dept.
   The Chief said he thought the decision reached in the Ad Hoc Committee was going to be the final decision (the proposed plan for $1.4 mil).
   Comm. Bonilla said that he had early on stated that if there were other funds the Finance Committee might be able to identify in the budget, that he would be looking at that, and this meeting will be the first round of review for that purpose.
   There was a discussion regarding what this Committee can and cannot do. Eg. looking at individual contracts and making recommendations opposed to Dept choices.
   Comm. Ricci stated that the Finance Comm. has been looking at the Dept's finances and this is the vehicle to do it. Not the Ad Hoc Committee on LCRS.
   Comm. Hale stated his concern for micro managing.
   Comm Bonilla said that his one objective for this review is to see if he can find additional funds for LCRS, a commitment he made to the youth there and in the City.
   Comm. Ricci said that additionally she felt the need to look closer at the finances, since the recent reports provided the Committee lacked a great deal of detail that was contained in prior year's reports (she showed past budget docs that were given the Committee while E. Lopatin was here).
   Comm. Hale continued to express his concern over the Committee taking issue with any decisions made by the Dept on how to spend the funds. He commended the administration for their work.
   Comm. Ricci said that regardless of how well the Dept may be doing, it is still the charge of the Finance Committee to review things. She referred to a document dated 2/21/03 which she said

could be further clarified for a full understanding, as an example. She commented that in previous years she was kept abreast of the process, being told of meetings between the Controllers/Mayor's office and the Dept. Such information has not been forthcoming this year.
Comm. Ricci asked about the Bayview Hunters Point Foundation contracts for $65K and $140K. Liz Jackson-Simpson said that the first one is funded from the Children's Baseline budget, while the latter is TANF funds.
The process of future funding from TANF and other sources, has not yet been finalized so these contracts will not necessarily be the same come Oct.
Comm. Ricci asked if contracts were obligated to be fully paid, if services were not being received. Ans: if services not being received, no. If they were, yes.
The Chief mentioned the 33% reduction in administration staff. Ques: what percent of that is support staff, as opposed to management positions. The Chief did not have an answer.
He said that if the Committee had specific positions or contracts in mind that it wanted to recommend cuts to, then it was their prerogative.

Comm. Ricci asked about the (0922) position of Manager II, being in two division's budgets. The Chief said that the position is funded from two different pots. The admin portion is from general funds, the probation services portion is from TANF. It is one position supported by two funding sources. M. Lui corrected that, saying an additional $20K is used from the Children's System of Care (Dept of Children's Mental Health Services) to support that position. So, it is approx. $104K for that position. Comm. Bonilla asked again for a break out of management staff vs support staff lost by admin. The Chief said that they could provide that for him in a chart. Comm. Hale said that cuts straight from top to bottom could not be made. This is all part of public administrative theory. He said he had no problem with the Committee asking the question, but he did if the Committee wanted to substitute its thinking over the Dept's. Even he, being one of the more experienced Commissioners, isn't qualified to make the management decisions regarding one position over another.

Comm. Bonilla disagreed. The Chief stated again that he would provide that list of positions that Comm. Bonilla asked for. He further said that one member of the Executive Team did offer to be laid off, and was part of the items that they had asked to have discussed as part of the Dept's agenda items that they wanted included at this meeting, and wasn't included on the agenda.

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The Chief said that there is an annual TANF assessment.
Comm. Bonilla said, no, they were not asking for an audit.

5. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 2:45 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE
Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center cafeteria
375 Woodside Ave
San Francisco, CA 94127

5:30pm Tuesday, April 15, 2003

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review minutes of April 11, 2003.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

4. (DISCUSSION/ACTION) Review and possible recommendations to the full Commission, on the following items.
   a. Department's clarification of Prop. 86 funds from BOC.
   b. Clarification and reconciliation of difference in CBO contract amounts (between $1.2 and $1.6 mil)
   c. Department's recommendations for the $420K budget cut (deficit from the contingency reduction plan)
   d. Department's suggested cuts in Executive staff and other non-mandated positions (for another $300K).
   e. Finance committee-identified positions to consider for reduction.

   (public comments)

5. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained at the meeting. Please call the office to make arrangements.)

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April 11, 2003

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The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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JUVENILE PROBATION COMMISSION

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UNEDITED /UN PROOFREAD DRAFT MINUTES OF APRIL 15, 2003 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center cafeteria 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The Chair called the meeting to order at 5:45 pm. Comm. Ricci announced that Comm. Bonilla had been named the new Chair of the Committee.

2. (ACTION) Review minutes of April 11, 2003.
Comm Hale had questions about J. Berkowitz's comments regarding the length of time that staff should be held accountable for past results at Log Cabin Ranch. His recollection was that Berkowitz said within the last 6 to 12 months. The tapes will be referred to for this correction, and grammar will be cleaned up for final posting. With these considerations, the minutes were approved.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

4. (DISCUSSION/ACTION) Review and possible recommendations to the full Commission, on the following items.
   a. Department's clarification of Prop. 86 funds from BOC.
   Norm Cole presented a short document which described where Prop 86 funds came from. The Chief said that the last of the funds were spent around 1996-97. N. Cole simply reported that the proposition provided funds for various projects to improve and correct deficiencies in Juvenile Hall. He said the entire amount of the bond act were expended in California.
   Comm Hale asked if there was a need to have an explanation? He said he was satisfied that there are no funds available from this. Cole said the Dept received all its allocations in 3 cycles of the bond act and all projects were completed in 1998.
   Comm. Bonilla asked for the record, that all the Prop 86 funds that were in the Dept have all been spent? Cole said yes.
   Comm Ricci asked if there were any leftover funds. Cole said that all the funds in the bond act were spent.
   Comm. Ricci asked if there were any leftover, would the Dept be able to utilize these funds? Cole said that the bond act expired. She asked again if all funds from that proposition were utilized. Cole said yes.
   The Chief said that the funding was only for capital improvement, all that was spent, and there was no re authorization of funding.
   Comm. Hale asked if there was any other information about this from those who thought this was a viable option. He was curious how this topic came up. Who raised this issue?
   Comm. Ricci said that she did. She came across a recycled document that mentioned this fund and that there was a remainder of $22K in the fund. So he asked the Secretary to look into it.

   b. Clarification and reconciliation of difference in CBO contract amounts (between $1.2 and $1.6 mil)
   M. Lui explained that the $1.6 that is referred to in the '02-'03 budget is the total contract amount for general fund funded CBOs, with a little TANF included. The difference in that and the current year budget is that the amount is broken down into $1.2 in general funds with $400K in TANF

funds. The only other difference between the 02-03 budget to the 03-04 budget is the $120K reduction to the Huckleberry Youth Programs contract.
Comm. Bonilla asked what the status of TANF for next year. The Chief said they expect a refunding at the same level as this year, ($3.2 million), but that could change.
Comm Ricci asked about the JJCC. The Chief said that the law requires that the plan be approved by the JJCC, not the Commission. The presentation to the Commission is an informational presentation, because by law the body that approves the plan is the JJCC.
Question: what impact on CBO contracts if TANF doesn't come through. Ans: the COLAs given over the years to CBOs came from TANF dollars. Without it, the contracts would shrink automatically.
It was mentioned that the Dept will have to look at (in fact has been looking at) prioritizing the services which may be met with reduced dollars. L J-Simpson mentioned the planning being done around the "system of care" partners to address this issue.

c. Department's recommendations for the $420K budget cut (deficit from the contingency reduction plan)
The Chief reviewed that the $420K revenue projected had to be resolved between the Dept and the Mayor's office. The result was that the Mayor's office approved it but credited it to the current year's deficit, leaving that amount as a deficit in the reductions for the '03-04 budget.
M. Lui recapitulated each line item as it was written in the document passed out at the meeting. Some anticipated revenues were raised (#2 and #9).
#24 is a reduction in temporary probation officers' salaries (retired PO's working on population management)
#25 is a reduction of a manager position, (Dir of communications), which he said would impact the Dept's ability to respond to the media and the Bd of Supervisors in a timely and effective manner, and the Dept's ability to share information with its staff and other depts.
Comm. Ricci asked about the amount, $93,000. The Chief said that represented $45K in general funds, the balance in TANF funds. There is an additional $20K for that position that comes from the Children's System of Care. This totals about $113K in salary and fringe for the position.
Clarification: since the $20K that would have come from Children's Mental Health Services for this position (included in the budget this and last year) would not come for the next year, that deficit was made up for in the increase in #2.
#26 is to cut the Juvenile Probation Commission's secretary position and allow the Dept's other secretaries take up the work. They said that the other dept work such as scheduling other meetings, providing telephone reception, email, written correspondence and filing activities would be impacted.
#27 is to cut another person from the clerical pool. They say there will be no long term impact. In the short term they expect increased delays in filing reports, and other clerical tasks such as filing, may be delayed.
#28 is a half time clerk typist.
#29 is a Jr. Management Asst. which supervises the Storekeeper and Sr. Clerk.
(document read from is available from M. Lui's office)
Comm. Ricci opposed cutting the Commission Secretary. Comm. Hale supported the proposed cut, saying the Commission did not need a Secretary. He said the full Commission needs to discuss this. He can't justify one position over another in this list.
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Comm Bonilla echoed that he felt the charge of the Ad Hoc Committee did not give them the latitude to fully seek out funding opportunities, and so therefore, he took it up in the Finance Committee. He said that it is a matter of re allocation of dollars. And his desire is to see that LCR is given a realistic chance to prove it can succeed. Comm. Hale said he wasn't turning anything over to the staff at LCR. He said if they are able to secure the program there for an additional year, it is "our" problem, not "their" (LCR) problem. People have ignored LCR, to the point that it is a viable issue on the table. He said it should be a model program and it isn't. It is nowhere near where it ought to be, and it's in that condition because Commissions like "ours", Bd of Supervisors, Mayors, Chiefs, have all used it as a political pawn. As a result, we lose Hidden Valley, and, it's our doing. There's no way that he would be sitting back and saying he's going to give the staff there a year and in the next year we're in the same situation. He wanted to be clear that when he established the Ad Hoc Comm that every possible revenue area would be open to discussion and specifically said that we'd go through this budget line by line because one of the speakers said they had an alternative proposal. So in establishing the Ad Hoc Comm it was always contemplated that you would have the authority as vested by the Commission to look into all of these areas. From the comments made in the last Finance Committee meeting, it was clear that there was a difference of understanding of what the charge was. He has a problem with the attempt to bolster the $1.4 mil amount reached in the Ad Hoc Comm with another $ .2 mil that the other Finance Committee members seem to want to do.
The Chief said that the Dept came up with the option "c" and the Ad Hoc Comm. reached a decision based on this. He cannot now suggest any other cuts to the Commission because they potentially create significant liabilities for the Commission.
Public comment:
J. Berkowitz commented that he has worked all along to come up with a workable budget to keep LCR open. But the current proposal ignores certain labor laws (OT, holidays, etc.). He said they were willing to do their part, but certain parts of the proposed plan are not workable. This proposal is setting up the Ranch to fail.
R. Perino recounted that in the mid 90s they used Hidden Valley Ranch as a Juvenile Hall annex. Maybe LCR could be seen in the same way, so that JH staff could be assigned down there. Currently the hall has only 5 units, but still staff for 7 units. This is 'rich' staffing. There could be creative use of those staff.
The Chief said that Berkowitz's comments do not reflect the opinions of LCR as articulated by its Director. The issues of wages, these things are all to be determined through the labor contract negotiations currently underway.
Comm. Bonilla commented that if what he heard these past months from people saying they have a commitment to LCR, to the kids, to saving lives, then the last things he wants to hear are complaints about holiday pay, OT. These are important, but the Ranch is in a very tenuous position. Through the work of the Commission, the Admin, LCR, a plan crafted at $1.4 mil is now in hand. It is going to demand the staff at LCR to go above and beyond the call of duty to make this work. The amount is not enough, but they are going to have to step up and do what needs to be done. (he gave an example of speaking to one LCR staff out on disability, telling him that if he wanted LCR to remain open, he'd better get back to work)
Comm. Hale said that when the Dept responds to concerns raised by the public, he listens very carefully. And when the the issues raised legally can in no way not be honored, he is satisfied. He believes that politics should be kept out of juvenile justice. He is satisfied with the Chief's

response, staff response, and he is absolutely sure that the public's concerns are secure, legally. Comm. Ricci stated that she has no agenda other than for the youth of San Francisco. As a mother she has strong feelings for those who cannot speak out for themselves. She is not doing this for any political gain. She said she understands the Chief's feeling that it is problematic to tell the Mayor that the Dept cannot afford further cuts, and then to look further for cuts. She is willing to go to the Bd of Supervisors and the Mayor to explain to them that we are not looking to cut our budget, but to re allocate our resources for the benefit of the children.

e. Finance committee-identified positions to consider for reduction.

Comm. Bonilla tabled this item as it derived from the previous item, which was dealt with

(public comments)

Rich Perino said that if savings was being sought, then why doesn't the Dept allow its probation officers work in Juvenile Hall at the entry level rate, rather than paying OT. Other counties to this, but this Dept refuses to use the same strategy.

5. (ACTION) Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF APRIL 15, 2003 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center cafeteria 375 Woodside Ave San Francisco, CA 94127

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The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The Chair called the meeting to order at 5:45 pm. Comm. Ricci announced that Comm. Bonilla had been named the new Chair of the Committee.

2. (ACTION) Review minutes of April 11, 2003.
Comm Hale had questions about J. Berkowitz's comments regarding the length of time that staff should be held accountable for past results at Log Cabin Ranch. His recollection was that Berkowitz said within the last 6 to 12 months. The tapes will be referred to for this correction, and grammar will be cleaned up for final posting. With these considerations, the minutes were approved.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

4. (DISCUSSION/ACTION) Review and possible recommendations to the full Commission, on the following items.
   a. Department's clarification of Prop. 86 funds from BOC.
   Norm Cole presented a short document, which described where Prop 86 funds came from. The Chief said that the last of the funds were spent around 1996-97. N. Cole simply reported that the proposition provided funds for various projects to improve and correct deficiencies in Juvenile Hall. He said the entire amount of the bond act was expended in California.
   Comm. Hale asked if there was a need to have an explanation? He said he was satisfied that there are no funds available from this. Cole said the Dept received all its allocations in 3 cycles of the bond act and all projects were completed in 1998.
   Comm. Bonilla asked for the record, that all the Prop 86 funds that were in the Dept have all been spent? Cole said yes.
   Comm. Ricci asked if there were any leftover funds. Cole said that all the funds in the bond act were spent.
   Comm. Ricci asked if there were any leftover, would the Dept be able to utilize these funds? Cole said that the bond act expired. She asked again if all funds from that proposition were utilized. Cole said yes.
   The Chief said that the funding was only for capital improvement, all that was spent, and there was no re authorization of funding.
   Comm. Hale asked if there was any other information about this from those who thought this was a viable option. He was curious how this topic came up. Who raised this issue?
   Comm. Ricci said that she did. She came across a recycled document that mentioned this fund and that there was a remainder of $22K in the fund. So he asked the Secretary to look into it.

   b. Clarification and reconciliation of difference in CBO contract amounts (between $1.2 and $1.6 mil)
   M. Lui explained that the $1.6 that is referred to in the '02-'03 budget is the total contract amount for general fund funded CBOs, with a little TANF included. The difference in that and the current year budget is that the amount is broken down into $1.2 in general funds with $400K in TANF funds. The only other difference between the 02-03 budget to the 03-04 budget is the $120K reduction to the Huckleberry Youth Programs contract.

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Comm. Bonilla asked what the status of TANF for next year. The Chief said they expect a refunding at the same level as this year, ($3.2 million), but that could change.
Comm Ricci asked about the JJCC. The Chief said that the law requires that the plan be approved by the JJCC, not the Commission. The presentation to the Commission is an informational presentation, because by law the body that approves the plan is the JJCC.
Question: what impact on CBO contracts if TANF doesn't come through. Ans: the COLAs given over the years to CBOs came from TANF dollars. Without it, the contracts would shrink automatically.
It was mentioned that the Dept would have to look at (in fact has been looking at) prioritizing the services, which may be met with reduced dollars. L J-Simpson mentioned the planning being done around the "system of care" partners to address this issue.

c. Department's recommendations for the $420K budget cut (deficit from the contingency reduction plan)
The Chief reviewed that the $420K revenue projected had to be resolved between the Dept and the Mayor's office. The result was that the Mayor's office approved it but credited it to the current year's deficit, leaving that amount as a deficit in the reductions for the '03-04 budget.
M. Lui recapitulated each line item as it was written in the document passed out at the meeting. Some anticipated revenues were raised (#2 and #9).
#24 is a reduction in temporary probation officers' salaries (retired PO's working on population management)
#25 is a reduction of a manager position, (Dir of communications), which he said would impact the Dept's ability to respond to the media and the Bd of Supervisors in a timely and effective manner, and the Dept's ability to share information with its staff and other depts.
Comm. Ricci asked about the amount, $93,000. The Chief said that represented $45K in general funds, the balance in TANF funds. There is an additional $20K for that position that comes from the Children's System of Care. This totals about $113K in salary and fringe for the position. Clarification: since the $20K that would have come from Children's Mental Health Services for this position (included in the budget this and last year) would not come for the next year, that deficit was made up for in the increase in #2.
#26 is to cut the Juvenile Probation Commission's secretary position and allow the Dept's other secretaries take up the work. They said that the other dept work such as scheduling other meetings, providing telephone reception, email, written correspondence and filing activities would be impacted.
#27 is to cut another person from the clerical pool. They say there will be no long-term impact. In the short term they expect increased delays in filing reports, and other clerical tasks such as filing, may be delayed.
#28 is a half time clerk typist.
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Comm. Ricci commented that the Ad Hoc Committee was given a task to come up with a plan for LCR, but it did not allow her to look at the entire Dept's budget in this consideration. The timing given to the Finance Committee to try and understand the entire budget situation left them trying to make rationale decisions on the spot. This was undoable. She felt that even after submitting budgets to the Mayor's office, she needed to look further into the budget, and she is glad she did, because it did give her the chance to see other options (special assistant positions, other unnecessary positions). She compared our Dept to Alameda County's much larger operation. She repeated that she wanted to review contracts to reconcile amounts, that she wanted to make sure

LCR had the resources it needed to succeed. This is her responsibility.
Comm Bonilla echoed that he felt the charge of the Ad Hoc Committee did not give them the latitude to fully seek out funding opportunities, and so therefore, he took it up in the Finance Committee. He said that it is a matter of re allocation of dollars. And his desire is to see that LCR is given a realistic chance to prove it can succeed. Comm. Hale said he wasn't turning anything over to the staff at LCR. He said if they are able to secure the program there for an additional year, it is "our" problem, not "their" (LCR) problem. People have ignored LCR, to the point that it is a viable issue on the table. He said it should be a model program and it isn't. It is nowhere near where it ought to be, and it's in that condition because Commissions like "ours", Bd of Supervisors, Mayors, Chiefs, have all used it as a political pawn. As a result, we lose Hidden Valley, and, it's our doing. There's no way that he would be sitting back and saying he's going to give the staff there a year and in the next year we're in the same situation. He wanted to be clear that when he established the Ad Hoc Comm that every possible revenue area would be open to discussion and specifically said that we'd go through this budget line by line because one of the speakers said they had an alternative proposal. So in establishing the Ad Hoc Comm it was always contemplated that you would have the authority as vested by the Commission to look into all of these areas. From the comments made in the last Finance Committee meeting, it was clear that there was a difference of understanding of what the charge was. He has a problem with the attempt to bolster the $1.4 mil amount reached in the Ad Hoc Comm with another $ .2 mil that the other Finance Committee members seem to want to do.
The Chief said that the Dept came up with the option "c" and the Ad Hoc Comm. reached a decision based on this. He cannot now suggest any other cuts to the Commission because they potentially create significant liabilities for the Commission.
Public comment:
J. Berkowitz commented that he has worked all along to come up with a workable budget to keep LCR open. But the current proposal ignores certain labor laws (OT, holidays, etc.). He said they were willing to do their part, but certain parts of the proposed plan are not workable. This proposal is setting up the Ranch to fail.
R. Perino recounted that in the mid 90s they used Hidden Valley Ranch as a Juvenile Hall annex. Maybe LCR could be seen in the same way, so that JH staff could be assigned down there. Currently the hall has only 5 units, but still staff for 7 units. This is 'rich' staffing. There could be creative use of those staff.
The Chief said that Berkowitz's comments do not reflect the opinions of LCR as articulated by its Director. The issues of wages, these things are all to be determined through the labor contract negotiations currently underway.
Comm. Bonilla commented that if what he heard these past months from people saying they have a commitment to LCR, to the kids, to saving lives, then the last things he wants to hear are complaints about holiday pay, OT. These are important, but the Ranch is in a very tenuous position. Through the work of the Commission, the Admin, LCR, a plan crafted at $1.4 mil is now in hand. It is going to demand the staff at LCR to go above and beyond the call of duty to make this work. The amount is not enough, but they are going to have to step up and do what needs to be done. (he gave an example of speaking to one LCR staff out on disability, telling him that if he wanted LCR to remain open, he'd better get back to work)
Comm. Hale said that when the Dept responds to concerns raised by the public, he listens very carefully. And when the issues raised legally can in no way not be honored, he is satisfied. He believes that politics should be kept out of juvenile justice. He is satisfied with the Chief's response, staff response, and he is absolutely sure that the public's concerns are secure, legally.
Comm. Ricci stated that she has no agenda other than for the youth of San Francisco. As a mother she has strong feelings for those who cannot speak out for themselves. She is not doing this for any political gain. She said she understands the Chief's feeling that it is problematic to tell the Mayor that the Dept cannot afford further cuts, and then to look further for cuts. She is willing to go to the Bd of Supervisors and the Mayor to explain to them that we are not looking to cut our

budget, but to re allocate our resources for the benefit of the children.

e. Finance committee-identified positions to consider for reduction.
Comm. Bonilla tabled this item as it derived from the previous item, which was dealt with (public comments)
Rich Perino said that if savings was being sought, then why doesn't the Dept allow its probation officers work in Juvenile Hall at the entry-level rate, rather than paying OT. Other counties to this, but this Dept refuses to use the same strategy.

5. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 8:40 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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9:00 a.m. September 30, 2003

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review minutes of April 15, 2003.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

4. (DISCUSSION) Report on the current status of '02-03 contracts (unfulfilled, incomplete, payable, closed-out, etc.) and on the 03-04 contracts. (Bonilla)
**explanatory document: financial report on payment history for each.
(public comments)

5. (DISCUSSION) Status report on the Log Cabin Ranch budget. (Bonilla)
(public comments)

6 (DISCUSSION) Explore the possibility of two-year budgeting for future Dept budgets. (Bonilla)
(public comments)

7 (DISCUSSION/ACTION) Requests for future agenda items, possible calendaring of future Finance Comm. mtgs.
(public comments)

8 Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by September 26. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)

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Juvenile Probation Department

September 30, 2003

Minutes

NOTICE OF September 30, 2003 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION

held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

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The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The Chair called the meeting to order at 9:36am. Comm. Ricci was present at the gavel. Comm. Hale was absent. CPO Tucker, M. Lui, ACPO Johnston were present for the Dept.

L. Holmes, B. Rice were in attendance.

2. (ACTION) Review minutes of April 15, 2003.
The minutes were approved as written.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
There was none.

4. (DISCUSSION) Report on the current status of '02-03 contracts (unfulfilled, incomplete, payable, closed-out, etc.) and on the 03-04 contracts.

M. Lui passed out charts listing all the contracts and their statuses, both for 02-03 and 03-04. (document available from the Commission office or Finance Director's office).

Comm Bonilla asked for explanations for those that have not been closed out from '02-03 yet. M. Lui pointed to Potrero Hill's contract as an example of a balance due. He stated that the problem is that this contract was never processed (paperwork did not get complete) because of shortage of staff. CPO Tucker said that all those contracts from last year that they are having trouble with now is because they weren't "there" -that is, they were not processed. So, without a contract on file, the money was not encumbered. The payment made to Potrero Hill was done with special considerations, allowed by the Controller, but they have not approved any more payment, thus the outstanding balance.

Comm. Ricci reviewed the process; contract was bid out and approved and entered into, but the paperwork was not completed? CPO Tucker said that everything but the paperwork to finalize the contract was completed. Attributed

to shortage of staff.

Asked if there were any other contract like this, the reply was: one other.

M. Lui pointed to items #12, 13, 17/18/19/22 are also contracts with outstanding balances, which they are working out. Paperwork is still being completed for submission of invoices and payments of them.

Comm. Ricci asked about population management. M Lui said there wasn't a contract done for this. Services were provided, TANF monies were going to be used. But because there was no contract, they had to go to the Controller for special consideration, along with the other contracts. CPO Tucker said the issue here was that while the invoices for payment were received, justification for services claimed on those invoices were not. The dept is trying to get those records together, and they may have to be reconstructed by the Dept and BVHP Fdn.

Comm Ricci wanted to ask for the record (re: BVHP population management contract), this was one that went out to bid, and was approved, and went through the whole process, but it's just the contract that's missing? M. Lui said that it was more complex than that. This situation goes back a couple or three years ago. CPO Tucker said that the Dept had a contract with BVHP for different services, but decided to amend that contract to do population management. It was a new project. The Dept amended the BVHP contract, so they had it for that year. The following fiscal year (02-03)……..(thought not completed). M. Lui said that it was an outcome of '01, where it went through the appropriate planning, and went through this Commission. The plan was to modify the IHBS contract to include home detention services.

Comm Ricci asked if this amount was modified from the original amount of contract. M. Lui said it as suppose to be, but that didnt really get done. The modification was actually done. The Finance Committee and the full Commission agreed that was the way to pursue this process. The Dept didn't actually complete that process.

Comm. Ricci asked if it was approved by the full Commission. M. Lui said it was approved by the Full Commission and Finance Comm. in the fall of '01. Comm. Ricci said that if this was properly done, then maybe the Chair of the Finance Committee should send a letter to the Controller to try and release the monies.

There was a question about the $92k to the chaplaincy program. CPO Tucker said that the JJCC made that decision. She agreed with it. The Chaplaincy works everyday. There is a FT and PT staff, and volunteers.

(public comments)
Jack Jacqua commended the Committee for their effort to keep oversight on the money. He was still irritated by the lack of accountability somewhere in the system which keeps CBOs from being paid in time. He also commended CPO Tucker.

Bruce Rice, fiscal director of Huckleberry Youth Programs. Huckleberry has contracted with the Dept since 1987. He affirmed that last year was a very bad year in contracting delays. Theirs was only completed in Jan., 7 mos after the start of the fiscal year. He said that in comparison with all the other agencies in this county and others that they contract with, this dept is the very last contract to be completed (paid) every single year since they began contracting. In Marin

Co. they extend contracts 2 months into the new fiscal year so that payments can be made and no break occurs.

The SF experience with JPD makes it necessary for them to come up with upwards of $175-200K to pay their program until the contract finally comes through with a payment. They currently still have receivables that haven't come through from this Dept. He encouraged people to look into ways to eliminate this problem. He agreed that understaffed operations will fail, and hopes that the Dept will have staff available and able to expedite these contract issues.

5. (DISCUSSION) Status report on the Log Cabin Ranch budget.

M. Lui handed out a document which listed all the expenses and their fund categories. The total funds is approx. $2 million. He pointed out that OT is already nearly exhausted and will probably result in a deficit of about $195K in salaries. Their plans to address this is to have on call staff. The entire LCR budget is projected to be in deficit by about $150K by the end of the fiscal year.

They are going to spend $150K of TANF ranch funds for direct services. This has been their historical spending level for direct services from TANF ranch funds.
(public comments)
there was none.

6 (DISCUSSION) Explore the possibility of two-year budgeting for future Dept budgets.

Comm Bonilla said that he was interested in seeing if the Dept could put together budgets which reflected a projected two year plan of operations, which perhaps would be a blueprint to jump from, giving us some advantage of being forward looking. CPO Tucker said that the Exec Team has already started talking about setting the Dept's priorities for the next 3 yrs (they met once about this). But with the City's budget instructions coming so late each year it is difficult to set up anything prior to knowing the proscriptions given by those instructions. CPO Tucker mentioned certain things that are set: union agreements, contracts (which she thought were written for 3 yr terms). ACPO Johnston said that it cannot be understated that without the administrative infrastructure, lots of things go wanting, including the budget planning process.

The Committee acknowledged the problem raised and encouraged everyone to keep an idealistic eye open to the possibilities.

(public comments)
There were none.

7 (DISCUSSION/ACTION) Requests for future agenda items, possible calendaring of future Finance Comm. mtgs.

Comm. Bonilla asked the Dept to decide among themselves what would be a good regular date for a monthly meeting of the Finance Committee.
(public comments)
There was none.

8 Adjournment

There being no further business, the meeting was adjourned at 10:45am.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION
NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

9:00 a.m. Tuesday, Nov. 25, 2003

AGENDA

1.	(ACTION) Roll Call
2.	(ACTION) Review minutes of Sept 30, 2003.
3.	(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
4.	(DISCUSSION/ACTION) Review and possible recommendation to full Commission, on the proposed FY 2003/2004 Mid-Year Budget Balance Plan (Tucker) (public comments)
5.	(DISCUSSION/ACTION) Requests for future agenda items (public comments)
8	Adjournment

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Juvenile Probation Department

November 25, 2003

Minutes

NOVEMBER 25, 2003 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

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11/25/03

1. (ACTION) Roll Call
   The Chair called the meeting to order at 9:22am. Comm. Ricci was present at the gavel. Comm. Hale arrived at 10am. CPO Tucker, ACPO Johnston, J. Gill were present for the Dept.
2. (ACTION) Review minutes of Sept 30, 2003.
   The minutes were approved as written.
3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
   Jack Jacqua again expressed his anger and disappointment at the continuing delinquency of the Dept's non payment of their '02-'03 contract. He impressed on the Committee that this is right, and that all past efforts to get the Dept to pay have failed. All the "good words" also haven't shown the sincerity of the Dept regarding their claims that the community partners are important and valued. He questioned whether it will ultimately take a legal action to get this resolved.

   Alfredo Bojorquez, Instituto de Familiar de La Raza, agreed with J. Jacqua and asked the Dept to find a better solution to their budget problems without victimizing the CBOs, who continue to work with great commitment, even in the face of non payment of services. He also mentioned the recent killings in the community, which they deal with.
4. (DISCUSSION/ACTION) Review and possible recommendation to full Commission, on the proposed FY 2003/2004 Mid-Year Budget Balance Plan

   The Chief said she wanted to walk through the recommendations. This is a budget balancing plan The plan that was submitted to the Bd of Supervisors was cut by 4 POs and 3 counselors. The State cut $120K in training funds. The Controller's notified the Dept that they project a $1.2 mil. deficit for the Dept. at any point there are an average of 18 peace officers out on WC. There's a growing increase in the number of detainees with serious felonies, the same as those the community agencies are dealing with. At any time, there are 50% of detainees here on serious charges. 20% of the population have mental health issues. This places different and more intense service demands on staff, thus OT is up. If you have 18 out, you have to backfill them with staff, with OT. The cost? Average per person per year, $150K. Without WC, it's at least $100K per year. With the construction, there are less units, so the Dept cannot separate the populations as well. And there are no secure court facilities, which are now in very public places. This required creating 5 new POST positions. All this makes for increased costs.

   Referring to the document: they broke it down into best and worst case scenarios. She said the best case scenario would be if they couldn't get any workers back from WC, and the worst case would be if they get at least 2 people

back. In the WC work order, there is an increase of about $280K in medical costs for WC. Last year, WC was $1.3 mil. this year it'll be $1.8 mil. (that includes OT, medical, and indemnity; that's why the deficit of $280K) So the total deficit is $467K, in the best case, and $754K in the worst case. So they looked at how they could reduce those amounts. They looked at accounts payable to see what could be carried over to the next year (not paid out this year) and saw $150K. They think they can reduce the DTIS work order by $75K. of the $250K facilities maintenace line (for both YGC and LCR), all but $130K has been used. $65K of that will be put in reserve. A ceiling collapsed in B-2. there are ongoing repair needs.

She mentioned a work order for $55K which is supposed to reduce the amount of cuts to CBOs.

Proposed cuts to CBOs is $272K total. And cut staff: $138K. they'll do the CBO cuts in Jan. and lay-offs in Mar.

The Chief recounted the cuts the Dept has suffered over the years, eg. Finance and Admin used to have 10 staff, now 4, and "only" 2 of them "professionals". She said every director is working two jobs. There are no Asst. Directors. No Dir. of Probation Services. There's no supervisor in the IT division.

She said that they have exhausted all of their options and cutting the CBOs is the only way. They are still commited to the principles and partnership, however, the fiscal status at this point, has put the dept in this dire situation. As well as the cuts they have sustained to the budget by the Bd of Supervisors.

Comm Bonilla asked for the logic behind keeping the large LaFrance contract. The Chief said that they are mandated by TANF to do evaluation, and it is because of the information they get from LaFrance that they are "certified" to get the TANF information (sic).

Liz Jackson-Simpson said that there is a requirement to do some sort of evaluation and since they had a provider (LaFrance) and program (PrIDE), they kept it. The Dep City Attorney was asked if there was any language in the contract which prevents canceling it. She did not have particulars about that.

The Chief said that the original LaFrance contract was for $225K, and is being proposed for a $25K cut. She said this is a disproportionate cut. Everyone else is only at 5%.

She furthered stated that because of the budget situation and their inability to pay contractors, and the inability is that they must have a balanced budget, the projection of a balanced budget, the Mayor's office and Controller have held all authority to pay any contactor. That meant that the contractor who was a programmer left the dept because he was not paid. The part of the work he was doing to work with LaFrance, they no longer have the capability to do that, so to integrate that into the Dept at a quicker rate is not possible. Part of that contract that the commission approved was that it would be cut and transitioned into a dept. position. They've found a position to do that, but that position has been held until the Dept has a balanced budget.

Comm Ricci asked how the PrIDE program has helped CBOs, and if there is language "out there" which "mandates" this type of service.

The Chief said that PrIDE has to do a two prong activity; to evaluate the projects

and then provide information that is feedback to the contractors.

Ques: can Dept staff do this evaluation? Ans: funders require outside, independent evaluators. L. Jackson-Simpson said that they do not have to have this particular type of evaluation (PrIDE), but just that they have to have some means of evaluating how the funds were used. She said that if they decided to do an alternative, they'd have to do an RFP to find another evaluator.

The Chief said that integrating the data that is collected by the evaluator, into the juvenile justice information system has allowed them to on an ongoing basis, decrease the cost of the use of an outside evaluator. That was the component, each year they have been decreasing the cost of this evaluation because the object is to reduce the cost for outside evaluation and to use the data system they have here, but they still would have to have an objective evaluator in order to use the data. The objective evaluator would have to collect the data outside, integrate it into our JJIS, and then they could pull the data and evaluate the data from the system. So that reduces the cost of an evaluator.

At this point of the meeting, Comm Hale arrived.

Comm Hale expressed his interest in seeing how this proposal relates to the document developed that outlined a continuum of care. He called it a blueprint for juvenile justice in SF.

He raised the question of who should fund Huckleberry's services.

The Chief said that the W&I code says that the Dept may underwrite this service, but was not 'mandated' to do so, neither for LCR. She said that different counties in the Bay Area do this differently.

Bruce Fisher mentioned that there are even more services being asked of Huckleberry, that formerly were not a part of this contract, and they are playing a greater role in the JDAI initiative, so the proposed cut is going to affect even more people than it would have before.

Jose Estevan, Mission Neighborhood Center, spoke a little about what they do, and encouraged the Dept to not cut CBOs' contracts.

Dale Butler of Local 790 said that if the commission is hoping someone will "step up to the plate", it isn't going to happen. There is a real budget crises going on.

Kristen Atkinson, BHNC, spoke about how the cut would affect their programs.

Comm Bonilla asked what they do in those programs, and commented that he rarely saw kids there when he passed by. Atkinson explained that a lot of their work is done on various school sites.

Alfredo Bojorquez; commented that the PrIDE program is not working, the data gathering is not working.

(one hour 16 mins into recording to 24 mins, misfunction in mike, no sound)

Kent Eagleson spoke about the services they do exclusively for probation youth and how they are increasing their services, so the proposed cuts would be very significant.

Lois Jones from Parent Helping Parents says their cut will be 100%. And in fact, they are only operating because they got the Casey Foundation to advance a match for the Dept grant.

Comm Hale said that they have been trying to address, as a city, the gaps in youth services. He didn't see it as a situation where they have not cut them, but where they've tried to bring them (CBOs) up to speed. He further commented that LaFrance has been a target and it should be, because this PrIDE is a tool, which the Dept has not benefited from nor has it in the past. It is supposed to give us data to evaluate our community programs as well as the Dept services. He said the question about LaFrance can be discussed in more detail (referring to possible further cuts). He said he wanted to hear from other CBOs if their experience with the PrIDE program was similar to Instituto.

He summarized that in light of the document he referred to earlier (the continuum of care), he was at a loss to understanding the proposed plan presented by the Dept. He was not comfortable or ready to make any recommendations to the full Commission.

He said he didn't understand why Huckleberry was willing to take the proposed cut of $120K back in July but now is concerned with a $30K cut? Why is it more drastic now?

The Chief said that $120K over the entire year is different than absorbing a $30K cut now, in Jan. It would shut him down, almost.

She said she wanted to re focus on the Juvenile Probation Dept and what kinds of services it continually has to provide. Being a public safety institution, they run two 24/7 institutions. Their job is labor intensive. She mentioned the budget cuts to the Dept over the years, and that they haven't cut CBOs in that process because they believe they're important. She said she understood the concern for bringing CBOs up to speed, but this is a very unusual situation the Dept faces. It is the first time in maybe 50 yrs that the Dept has had the number of serious offenders they have. Anything that's in the community reflects what they are dealing with in the Dept. She again mentioned the staff cuts (made by the Bd of Supervisors), which are causing the OT and deficits. She said that in perspective, they have to look at the cuts to the CBOs in comparison to what the Dept has had to sustain in the last 3 yrs. Their focus in collaboration with policy and procedures they had set was to not cut direct services, because that is the meat of what they do.

She said in answer to whether the evaluation could be done with in-staff, that there are some 50 contracts, with two contract individuals, who can hardly do the contracts. They cannot monitor them. There is no staff to do this. They have to have, according to federal guidelines, an outside evaluator.

She said that Finance and Admin has been cut about 40%. Their extra funding is $20mil from the general fund. The other funds are federal funds. They have to have an outside evaluator and they have to do all that intrusive kind of thing to meet that need. With Title IVe, they have to generate a great amount of paperwork to get the reimbursement for probation officers' salaries. AB 1695 also has a lot of paperwork.

Staff in the detention ctr have to do more, with less, and work longer. And they have to do OT because they can't fill cut positions. They can hire on-call counselors, but Bd of Corrections requires core training (about 180 hrs).

She said she had met with the Mayor and informed him of the situation, and that is why his staff looked around for places to workorder some money over to this Dept, so that cuts to CBOs could be kept small. Then they agreed to lay some people off.

Comm. Bonilla asked about the LaFrance contract, saying that he had not been totally convinced by the reports he had received of the status of services by some providers.

The Chief said that she has an evaluation background, and that there is a vast difference between a survey and an evaluation. An evaluation system is research based. It is the data driven research that is a science. So to meet the requirements of evaluation that are federal mandates, you can't do a survey.

She presented an example: there is no programmer here that can program the juvenile justice information system, therefore, if it goes down tomorrow, the whole place shuts down. It is a very complicated computer system, and so is juvenile justice and the information that comes from DOJ that has to be used, and all that kind of information, is very complex. PrIDE, and the staff of PrIDE have taken the time to learn this. They have information and they're building on it. The commission, the Dept wasn't satisfied with the results from the first contractor so they found another one. If the Dept discontinues LaFrance and stops this project, it delays the project and puts at risk all of the TANF money, because it is a requirement to have an evaluation. She said they have to be careful that they put at risk the TANF money. She said she understands a lot of people don't understand the need for evaluation, but the federal government does. and all that money that they get, whether it is Title IVe, they have that same kind of requirement, and TANF has that requirement. Remember we're talking about the

Full TANF funding, and we could put that at risk, by not having an evaluator and the evaluation of the outcomes.

Comm. Hale agreed with the Chief. Just as with JDAI, it is data driven so people understand why something is done. He said we don't have (that), nothing comparable to that. He said that this process was chosen and you have to give it time, and place the appropriate priorities. An evaluation tool is of the highest order. He again stated that he was not ready to make a recommendation on the proposal. He thinks there are other areas that need to be looked at.

Comm. Ricci agreed that it needed to be revisited more. She asked for answers to the following:

How many youth have been served by the PAW in 02-03. Ans: they've worked with about 17 probation youth as part of the Impact HS, and the FITS unit.

Comm. Bonilla asked for a breakdown of the budget for BHNC being supported by the grant.

The CPO revisited the issue raised by Jack Jacqua. She said that the Dept has been mandated to come up with a balanced budget, otherwise the authority to pay any contractor has not been released by the city, the Mayor's office nor the Controller's. the reason contractors have not been paid is the authorization has not been released by the Mayor's office, or the Controller, and will not be until a balanced budget plan for the remainder of this fiscal year is completed and approved. This plan (being discussed here) has been submitted and tentatively

approved by the Mayor's office. Of course, the Commission has to approve it, and the Controller has to approve it, before any contractor is paid any money.

The reason contractors have not been paid, contracts have not been processed. They have been held in the slots where they are until this balanced budget plan is approved.

She just wanted to make clear that the reason contractors are not paid is they do not have the authority to pay until that authority is released by the Mayor's office and the Controller, for them to pay contractors. So every day, the contractors are not being paid until a balanced budget is approved.

Comm. Hale asked Comm. Ricci to request the Comm President set up a meeting with the Mayor to discuss the release of some or all of these dollars. He said that to the degree that withholding those CBO funds does not impact the bottom line required by the City, then there should be a discussion to ask the Mayor to release them.

Comm Bonilla offered to set up another Finance Comm. mtg to further discuss the proposed plan. The Chief asked the committee to forward this item to the full commission for further discussion.

Comm Bonilla commented that he thought it would be premature for the other commissioners to take action on this, given the Finance Comm's own uneasiness with the proposal.

Comm Ricci agreed that there should be a meeting between the Comm President and the Mayor, and also maybe the Chair of Finance Comm. should sit with the Chief and come up with some alternative plans.

Comm Hale had no problem with it. He said he brought up the question of Huckleberry, and what amount to cut from the PrIDE contract, is open for discussion. He also said he hoped that CBOs would admit if they could absorb those cuts.

Comm Ricci asked about the Arc of Refuge. The Chief said that this was the fiscal agent for the Spirit Life project. T. Diestal described the Spirit Life program. There is a Chaplain (T. Dunbar) an asst. Chaplain, and a number of volunteers. Diestal said that Dunbar also coordinates all the volunteers from the faith community that come to the hall. Comm Ricci asked for a list of those volunteers (and from what denominations), and a breakdown of the chaplaincy budget.

Comm Ricci further moved to remove proposed staff cuts (class 1544, 1840) from the plan before it moves to the full commission. She emphasized that the Commission serves a very important role and needs to remain independent of the Dept. and if there is "extra" work that needs to be, or can be shared, that it be better shared by the Commission Secretary rather than the Dept's secretaries. As for the 1840, she wants to further look at how that would impact the services of the Finance division. She would like to review that entire issue of the Administration, and not have it go before the full commission tomorrow night. Comm Bonilla seconded.

The Chief said that she understood that this proposal would have to be advanced to the full commission intact, with their recommendation But changes and removal of recommendations would not be at this level. She asked for the Dep

City Attorney to comment.

Comm Hale opposed Comm Ricci's motion. He said that there's nothing sacred, including the Comm. Secretary. He said he doesn't think there's a need for full time commission secretaries. It's up for discussion.

Comm Ricci stated, with all due respects to the Chief, she didn't feel the Dept is not privileged to make proposals to cut the Commission and impact their work. She raised the question of the two secretaries in the Chief's and Asst CPO's office. How much is that necessary?

The Chief said again that her understanding was that once the recommendations are set forth, and as part of the Sunshine, she is not questioning the authority of the committee, she respects the Commissioner's recommendations, she just wants a legal opinion.

She wanted to know what the legal way to proceed is, once those recommendations have gone out, and the authority of a committee to make changes.

M. Baumgartner, Dep City Attorney said that they have several options. They could forward the proposal as is, or they can amend it and recommend an amended proposal to the full commission. She wasn't of the opinion that the Committee wanted to recommend the current proposal to the full commission. She said that it appeared to her that the committee wasn't ready to pass this out of committee with a recommendation either for or against, and because of that, there's nothing to amend. It they wanted to pass it out of committee with the amendments as proposed, they could do that. But unless the committee was going to recommend it, there's nothing for the full commission to consider with respect to an amendment. If they have the whole thing in front of them, you could recommend an amendment at that time, or recommend personally against it, but the committee as a whole is not acting on it at this time.

Comm Hale asked if the motion and second could be withdrawn, and the item taken to the full commission with the understanding given the Chair, that it was only for discussion at tomorrow's meeting.

Comm Bonilla said that in his discussion with the President, he was of the understanding that it would only be a discussion item on the full commission's agenda.

Baumgartner said that if this is passed to the full commission, they could act on it tomorrow.

Comm Bonilla asked if the Committee could not pass it out to the full commission. Baumgartner was not familiar with the rules of the Commission so could not answer this.

Comm Hale commented that it comes down to collegiality, whether Commissioners are going to sabotage each other. It is a discussion which needs to happen and he agreed to the need for a special meeting so it could be attended to immediately. He said he didn't see it being acted upon tomorrow night.

Comm Ricci reiterated that she felt that because of the drastic nature of these proposed cuts, she wasn't ready to make any decisions on it tomorrow. It needed more discussion and investigation.

Comm Bonilla summarized that it is also his feeling and apparently Comm. Hale's opinion that they are not ready to make a decision on this proposal, so that it will only be discussed in tomorrow's commission meeting, with a future special meeting called, where a decision can be made.

Comm Hale reminded that the motion and second needed to be withdrawn, and a replacement motion to move it to the full commission without recommendation be made.

Comm Ricci, with the understanding that it would be discussed only, withdrew her motion. Second was withrdrawn. Comm Hale moved to forward the proposal to the full commission without recommendation.
Seconded, and upon voice vote, passed 3-0.

(public comments)
there was none

5. (DISCUSSION/ACTION) Requests for future agenda items
Comm Hale asked for a report on LCRS, what has transpired, where it stands to date, what options for the future.

(public comments)
there was none.

6 Adjournment
There being no further business, the meeting was adjourned at 11:53pm.

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NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

9:20 a.m. Wednesday, December 17, 2003

AGENDA

1.	(ACTION) Roll Call
2.	(ACTION) Review minutes of Nov 25, 2003.
3.	(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
4.	(DISCUSSION/ACTION) Review of options for the FY '03-'04 mid-year budget balance plan, with possible recommendations to full Commission. (public comments)
5.	(DISCUSSION/ACTION) Requests for future agenda items (public comments)
8	Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by Dec. 12. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF DECEMBER 17, 2003 MEETING of the FINANCE COMMITTEE of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

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1. (ACTION) Roll Call
The Chair called the meeting to order at 9:52am. Comm. Ricci was present at the gavel. Comm. Hale arrived at 10:30am. CPO Tucker, ACPO Johnston, M Lui presented the Dept.

2. (ACTION) Review minutes of Nov 25, 2003.
Minutes were tabled.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

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Bruce Fisher, Huckleberry, asked whether the proposed cuts to CBOs were for the entire contract year or just the remaining half? And also, if CBOs who haven't been paid for their 02-03 contract services would be paid that immediately upon acceptance of this year's balanced budget.
Stephen LaFrance, recommended against cutting the PrIDE program. He projected that within 18 months the work would transfer totally to in-house staff. He said it is on the verge of reaping the benefits from the data.
Thi-Bay Miradoli, Instituto, summarized what she saw: the CBOs are being cut 5% compensation for work that's already been done. The PrIDE contractors are given close to a million to do a survey, but that has caused a great amount of extra work for the CBOs for which they aren't paid. She also said the CBOs shouldn't be made to pay for the problem of WC and OT since it wasn't their doing.
Joanna Hernandez, Mission Neighborhood Centers, expressed her disappointment with the situation. One contract they have is the first year with the Dept, serving 22 girls, 16 of whom are probation youth, but has not been paid, yet. There are 40 youth on Home Detention but that also has not been paid yet. The Dept talks about lowering detention, but if it cuts CBO contracts, this will reduce the services that keep them out of the hall and populations will rise.
Kristen Atkinson, BHNC, repeated her points made in Nov. the underserved youth in the Bernal, Excelsior, and surrounding neighborhoods will suffer. She also supported CBOs who were asking for their prior year contract payments.
Alfredo Bojorquez, Instituto, said that the minutes of the last meeting cut off his remarks. Regarding PrIDE, he wanted to repeat, that the survey instrument was labor and time intensive, that the question items were inappropriate and injurious to developing a rapport between staff and youth. And the usefulness of the survey info is totally dependent upon the honesty of the respondent, which he said honestly is suspect. He said if it were he who was asked to answer those questions, he wouldn't have the least care to be honest. He also mentioned that the contractor asked them to help edit the survey and review the accuracy of translations. This was totally not their responsibility. He said that if TANF requires evaluation, then it should be held to TANF funded programs (if they want to use PrIDE). There are many other ways to measure outcomes that the Dept already uses. He further criticized the way they've been tossed back and forth by people not taking responsibility for the situation of non-payment. He questioned why contractors should continue to work with and support the JDAI initiative when they are treated this way. He asked what the Commission was doing to make the Dept solve the problems we are facing. He asked what the objective of tomorrow's meeting was going to be between the Dept, the Mayor's office, and the Controller. He finally said it was shameful to axe the Parents Helping Parents program, after working for 6 mos without payment.
Maurice James, Morrisania West; said it was appalling to have this situation happening in the Dept. He said that the new administration should investigate this "body" (the Dept).. how it contracts, and where it spends its money.
Ntanya Lee, reported that 20 some CBOs had a meeting and agreed to support each other in their demands to get payment for their contracted services, and to refuse the 5%$ proposed cut to their contracts, on top of not paying for the first 6 mos of service. She said that having studied the Dept's

budget for several years, she sees a significant and increasing problem of financial management, especially with OT, and feels it is a crime that the Dept's failure to properly manage its OT (upwards of $1 mil/yr) leaves CBOs in the situation they face now. This fiscal crisis is not a new thing so cannot be blamed on current financial conditions. OT has been a longstanding problem.
Additionally, there should be no cuts to CBOs, which are on the frontline of the work with the Dept's kids, and will be the key to the success or failure of JDAI.
Finally she said the PrIDE program was scandalous from the very beginning, and that we don't need to have some high price external evaluations when those being evaluated are being cut.
Kent Eagleson, Boys & Girls Home. Recounted how this experience is the same they saw 10 yrs ago with Transition House, where they were not paid to the point they had to close the program. It is very likely that many CBOs can be ruined by this situation.
Theresa Rey, Edgewood Kinship Program, said that the 5% cut would impact their staff, families, and community. She also needed to know if the cuts were for Jan. 04.

4. (DISCUSSION/ACTION) Review of options for the FY '03-'04 mid-year budget balance plan, with possible recommendations to full Commission.
The Chief said the enemy is not the Dept, but the state budget. She said, "We are all here because the State budget and the deficit in the State, and the State budget deficit in turn makes the City have a budget deficit. Point in fact, right now there are many things a budget deficit that will increase because of the –VLF that is going to present to every city. This is a situation that is not happening just in San Francisco, it is happening throughout California. The VLF which had been rescinded will make a $92 million deficit to every city in San Francisco. That breaks down to about a million dollars a day for city government. Again, I'm going to stress that we are all in this together. Juvenile Probation Dept is not the enemy. JPD has been dealing for the last 3 fiscal years, fiscal year 2001- 2002 we took a reduction of 2.1 in this Dept. Fiscal year 2002-03, we took a 6.6 reduction in our budget. For fiscal year 2003-04, we've taken a 12% reduction. This reduction in our budget represents over a 20-21% reduction to *our* budget. At this time, on all of the fiscal years, of the last 3 fiscal years, we have protected, been very very protective of the community-based organizations. We realize that the community based organizations work from a different base than civil service. We did not create the civil service foundation, we are bound by the rules and regulations of the unions, the MOUs, the civil service regulations. Yes, civil service has different standards of employment. When we talk about the fact that we do have OT, yes we do have OT. We have OT because there are mandated coverage of POST positions in detention centers and in (32;48) ?? those mandates are set up by the Board of Corrections. Not only are they set up, the training requirement for those employees, are set by the Bd of Corrections, our regulatory agency. We have no choice but to meet those requirements, or the detention center would not be able to function. It is a requirement that we do these things. We have also an issue with WC, everyone here knows, and everyone throughout the state has this problem, and that is due to WC laws, the way they are designed in Calif. That does not happen in other states. We are currently in this Dept addressing that issue. We have a working a project, we have been working for the past 3 months on a project with the Controller's office, initiated by this Dept, to look at the problem of WC and control it differently. We have just gotten the findings and we will be initiating a program the beginning of next month and that's been in cooperation with the Controller. We expect to see our WC expenses reduced by half. In terms of OT, that fluctuates depending on what the population is and what our requirements are, in terms of our POST positions. And if you're questioning what POST positions are, POST positions are positions that must be filled in order to care for youth that are under our custody. And that means the detention center and Log Cabin Ranch.
The cuts that are predicated on the State deficit that is driving the City deficit, I think everybody here knows that throughout the nation the economy is not that good, we cannot be myopic in our look at how we're looking at this situation. We all are affected by the same thing. I also want to share that this Dept in the staffing as absorbed a 30 to 40, depending on which division we're talking about, staff reduction. Those staff reductions also contribute to OT. In the last Bd of Supervisors meeting we advocated for no cuts in POST positions. Those were counselors in juvenile hall. The Bd cut 4 of the 5 positions, and therefore, those positions that were cut had created OT because we didn't have those people to work in those slots. We also were cut 3 POs. So, this Dept has continually sustained cuts without cutting CBOs,

because we are fully, fully committed to the fact that community based are our partners and we can't do this alone, they are on the frontline. But we too are on the frontline and we too are being affected by this. So then we get budget instructions from the Mayor's office, that we have to have a balanced budget in the mid, beginning of Jan. That was defined to us on what we must do. We submitted a plan and the plan is the one you see before you. And it was recommended across the board a 5% cut. The cuts originally were greater, much greater. However, I went directly to the Mayor and explained to him the critical nature of the need for community-based organizations. The fact that we are mandated by the W&I code and the Bd of Corrections on how we do business around certain, around the detention center and around probation services. Without the functioning of the juvenile probation department, there would be no community based organizations, folks. We are mandated to be the folks that process the wards of the courts so we can get them out to you. So without the juvenile probation department, there are no community based organizations functioning. We have been extremely protective of the community-based organizations and will continue to do that because your work is valuable and we understand that. The issue we have here now is an issue of budget that stems from the state's shortfall. The recommendation, as I went to talk to the Mayor and explained the situation, what the Mayor suggested, was the Mayor's budget office find some alternative funding to give the CBO so that our budget would be cut less. That was where we got a work order for $55K to our budget, to help us balance our budget. So the other thing that put us in this situation was not only the reduction the state took off, but the fact that natural gas has gone up. there's a great increase in the cost of natural gas, and of course we've already addressed the concerns about WC and the need to manage that differently. We'll implement the program in Jan. and that will be an aggressive program we will implement to reduce and monitor the WC cases that we have in this Dept. now there was a question about whether we were talking about 5% annually. The answer is yes, we are talking about the contracts, your annual contracts. I remember Alfredo's response regarding the lack of transparency in this process. This Dept has tried to be very transparent in what we're doing, and how we're doing and what the numbers are. We've issued, and you will find on the website a full packet of information on what the contracts announced are, what the projected modified amounts will be, the letter that was sent out to everyone, to the contractors, the proposed budget cuts, and also the list of cuts this Dept has taken over the last 3 fiscal years. We've tried to be more transparent to put this cut into perspective. CBOs have not been aware of this because we have not cut them before. So understandably you would not know the impact these cuts have had since 2001 on this Dept. so it is only now that you're at the table, that you understand how this Dept's budget has been cut. We have been cut over $5 mil. budgetarily. And the fact that we continue to be in State shortfall, we do not know what the impact of the changes in the state budget are going to be. We will be subject once again at looking at budget cuts. This Dept is funded 70% by City budget. So I appreciate the fact that people feel they don't understand what the situation is. It is this Dept's wish to be as transparent as possible in answering questions, in providing documentation, to help us understand the situation. So if there's other information we can provide, we'll be glad to provide that. And I'm sure the Commissioners would be willing to do the same thing. I know that this can be déjà vu for a lot of people. Those of us who have been in this industry for years, know that funding for corrections, funding for services, in this field is cyclical. Unfortunately, we are on the down cycle when it comes to funding. So, yes, ten years ago, we were at the same place. We were cut. I was not located in San Francisco, but this is not the first time we've been through doing more with less. Or having to cut budgets. We have to understand that money for corrections comes from the legislature. So whenever the economy changes it directly affects corrections. So I just hoped that I have qualified and clarified the fact that this Dept is committed to the concept of JDAI. We are looking at, and actively looking at reorganizing this entire Dept so we can do business with the 30-40% less staff that we currently have and must do business according to and meet the mandates of the Bd of Corrections and the W&I code, and meet the needs of the courts. We have to respond. Yes, it means we all have to do more with less. You're not by yourselves, contractors. But I don't want you to think (inaudible) We're not sitting on gravy. We're all in this together, and the separation that we're against you.. this is not true. We're trying to work with you to get what we deserve.

I want to clarify that a part of our problem is …the fact that we are under construction but the construction budget is entirely separate from our operating budget. The impact from the construction is

that we have less space, fewer units, and therefore, with fewer units and the different populations we are serving, everyone of you sitting here knowing those individuals we're serving are more serious offenders. 80% of individuals in the detention center right now are in for serious felonies; gun charges, murder, I'm talking about serious. So we have 5 units to segregate those individuals, to deliver services. I'm not telling you anything you don't know. You know the difficulty we're having with these individuals. We're sending them out to you. So they are here too. We are dealing with exactly what you're dealing with. Only we're dealing with those that you can't handle. So within that framework, we also have to take these individuals to court, in this facility, not a secure facility, a public facility. Therefore we have had to create additional POST positions to safely transport these individuals to court. We have no way of knowing that perhaps there's a gang member that is trying to retaliate against that individual when we take him to court, so we have to have added security. That's the impact that construction has had. So I just want to qualify and clarify that that budget is entirely separate and we are going to re organize this organization to meet the priorities of JDAI, the priorities of getting those individuals out into the community, the priorities of staffing the evening report centers, because that's a priority. The priority of getting the kids to court. So we are all in this together. We are going to do everything we can to find all kinds of ways to function so we all can survive this.

Comm Hale had a concern about the process. He thinks they need to take any action necessary to get the CBOs paid. He doesn't know how we got to this point, and wants to make sure it isn't revisited again. He was also concerned about the level of discussions taking place. He took issue with the Dept discussing with the Mayor's office different scenarios without giving the condition that it is ultimately up to the Commission to review and decide it.

Comm Hale said he'll be looking into issues of conflict of interest of individuals within the Controller's office and Mayor's office.

He said he wanted to know what the Dept felt was the level of staffing necessary to deal with the projected populations they will serve in the future.

Comm Bonilla said he had thought up a proposal, which he thought would satisfy the need. He commented that initial inquiries with the faith based community has indicated a willingness to look into providing spiritual services to the youth in the Dept on a pro bono, volunteer basis. He commented that perhaps the Dept will not need a "system" come January 8, so that the LaFrance contract may be unnecessary. We could go back to a more basic evaluation tool. And from initial inquiries there is evidence that there are more affordable, and limited evaluation tools available. The final contract for cutting would be the Performing Arts Workshop, which is serving 17 kids. From his previous discussions with the Dept, he feels there is a great disproportionality between the amount of money and the numbers served. He believes that cutting these contracts will get the Dept to the necessary balance without cutting CBOs and laying off staff.

Comm Hale said he doesn't agree with wholesale cutting of programs. He said that the PrIDE program was necessary for the JDAI, which is data driven. PrIDE is "our" data program, and is needed to assure that JDAI is implemented. He had no problem with looking at the way dollars are spent but couldn't see how they could cut entirely the data system they have invested in "as a city".

He also was against cuts o the Chaplaincy program but was willing to look at a reduction to the PAW.

Comm Ricci raised questions about the way the Ark of Refuge contract was let out, and also the extended work of the organization that took it outside of the realm of offering spiritual services. She said that if they were going to become a larger social service, then how did they get that contract (was it competitive?).

She asked Comm Bonilla what his thoughts were about the LaFrance contract. He said that his thoughts were to find some other operations that could offer the service we need at less. Comm Bonilla said it was to consider getting a less complicated process, which would still satisfy funders.

Comm Ricci asked about Parents Helping Parents. L. Jackson-Simpson said that they are working within the JDAI, but she hasn't seen a report on the work they are doing. The Chief said that several months ago there was a proposal made to the previous Chief, to work with the young folk to find out what the need was of parents that have youth in the system. There were meetings throughout the city, in almost every community, talking to parents and youth, gathering data and information relative to what the needs were for the kids in the community. That project is matched by the Casey Foundation. She said

she didn't have the figures and this would need to be provided by the Executive Director. She didn't have a status of that match. She said she, the Chief (Williams), even Bill and some other staff were a part of those meetings. One thing that has come out of that is "what's called, it's like, it's tutoring kind of that is set up for kids, to…I think it's called a 4-O club, no it's a 2-O club I think it is where these kids get tutored so that they can meet the 2-O needs and pass in 4, one of the things that was identified, but Ms Jones would have to give you more of the information. And my suggestion here would have to be, in your recommendation, my recommendation would be, it would be important that these individuals be, these directors are available to explain to you the full scope of the program; the accomplishments and what's been done. Because I know that the Performing Arts Workshop services, a high end, high need population that are not serviced in the schools, that are not serviced by the detention center, that cannot be serviced, the mental health services. These are kids with mental health problems, learning disabilities, drug problems. The high end. And they are the ones that everybody says we can't do anything for. This is the reason we run this, because there are populations in this system that nobody can serve."
She went further to say, "..my concern would be that in your suggestion that these individual programs be cut, that we in fact invite these directors here to tell you their accomplishments and give you that information. …. One of the things that happens with the Juvenile Justice Coordinating division…. Council.. we had a circle of services, and that circle of services indicated those types of services that need to be provided in the juvenile justice system. And it started with those in detention to those in…. (L. Jackson-Simpson added "prevention all the way around…")… Tucker, "Now, the Spirit Life is a service that is provided to kids in detention. Counseling, and critical services, and at night, I'd like to say something about that.. the need of an ongoing person that the kids can identify with and counsel with when there are suicide attempts, when there are deaths in the family. This Spirit Life service are the ones that are there on a regular basis. We're talking about counseling and dealing with those kinds of…"
Comm Ricci reminded the Chief that she had asked about the Parents Helping Parents program.
She asked Comm Hale regarding his opinions on Huckleberry and Comm Hale repeated what he previously has said about wanting others to fund it.
(public comments)
Stephen LaFrance commented that their situation is the same as all other CBOs who have worked half a year and not gotten paid. He was concerned about the idea to cut them entirely (leaving no payment for work already done). He said he was prepared to scale down the scope of the program to make it less than its current allocated cost. He said that he and his staff are committed to youth issues and want to do this to make them better. He said he didn't want the project to be seen as extraneous because it shouldn't be. This is a big program (lots of CBOs to review) and he didn't think there would be a cheaper way to go.
He said that PrIDE was not an external evaluation system. It is an internal departmental evaluation system.
Toni Dunbar, Spirit Life Center, spoke in support of the PrIDE program. She also said that she could live with the 5% cut.
Thi-Bay Maridoli: spoke against keep PrIDE, saying it is not cost effective. She also took offense to Chief Tucker's comments that without the Juvenile Probation Dept there would be no CBOs. This is not true as CBOs existed prior to their contracts with the Dept. She said that only in the way the Dept handles the contracts, are the CBOs made dependent on the Dept. She commented that the non-payment of CBO contracts makes it hard on all their employees. She also disagreed with Chief Tucker that the State's budget deficit was the cause of this Dept's budget woes. She said it was a case of mismanagement of the Dept's funds.
Joanna Hernandez, MNC, complained about the payments in arrears.
Alfredo Bojorquez, said that it is unfair to expect them to continue working without knowing when they will get paid, so they are not accepting any more referrals. He wanted an answer as to the payment issue.
Maurice James asked for clarity about the 5%.. if it was retroactive? And if so, how would they deal with the fact that they have already paid their staffs according to the contract terms.
Bruce Fisher; stated that the priority should be to pay those contractors who have worked and not gotten paid, last year and this. Then everybody needs to get together and agree to solve this problem because it isn't going to happen by fighting it. There are more cuts to come. He said that when they face cuts,

they cut admin first. He hoped the Dept would show the same example.
Kent Eagleson; commented that this situation isn't so different from times past when the Dept was seriously delinquent in their payments for contract work. He mentioned the Transition House which was closed down due to the Dept's total delinquency of payment, and he said that since, over the years, it isn't unusual to have delinquencies as long as 18 months. Until Lonnie Holmes came on board to make sure things were acted on in a more timely fashion. He was seriously concerned for those services, which the court orders youth into directly. It's a double whammy where you put the service at risk, and when you've killed it, you come back later and ask it to return to doing the service. He said he wasn't confident that they would get paid, until they actually see payment.
The Chief said that she didn't meant to insult CBOs. She said that the work that they do is "absolutely important." She said she knows what it means to borrow on the payroll. She's been there and done that.
NTanya Lee; commented that the Dept's deficit can't be blamed on the State's deficit. And you can't blame the youth because they are more difficult. She said the numbers of serious offenders are not increasing. If anything, it's because juvenile hall is now keeping a greater proportion of those serious offenders, and ideally it should ONLY keep serious offenders. That would mean that the others are back out in the community being served, and that's the goal. She further stated that the CBOs should not be punished for the Dept's lack of planning around the construction project. The Dept promised that there would be no additional operational costs coming out of the Dept's budget due to this project, but now the claim is that they need an additional 4 positions. And the Dept further lies when it says there have been no cuts to CBOs. There was a 10% cut during the June budget talks. Approved by the Dept/Commission and only eliminated by the Bd of Supes. She criticized the Dept/Commission for being willing to put up with waste in WC and OT, and the unnecessary housing of non-serious youth in the hall.
She said she was excited by the Chief's statement that they have a program that will cut WC in half this next year (starting Jan), and hoped that maybe this could lead to even a doubling of that savings, to total half a million.
She asked the Commission what it would be doing to try to expedite the payment of CBOs, and also called for a complete accounting of the TANF spending plan, as she hadn't heard that there would be any reductions or re allocations demanded by this budget deficit.
Comm Ricci: asked about the management salary standardization process being undertaken in the city, and asked if those adjustments have been factored into this newest budget. The Chief was not clear. After seeing the document, she said that this was the new classification system that DHR was recommending (called MCCP). She said, "this is, any kind of, what we have been instructed about is that any kind of increases in anybody's salary, because the union has negotiated, they have negotiated, everybody in the city has step raises, you know. They get, they're on step one or two, etc. Every employee gets those same kinds of things. What we have been advised is that the Dept, in the budget, we have to absorb that. So in the past what has been happening with that is the city would allocate us additional monies. They will no longer allocate additional monies for absorbing in the budget, so we will have to change the budget accordingly, so it may mean that we'll spend less for supplies or something like that. Along with that, for instance, the thing that we've been dealing with, the same question comes when it comes to overtime, overtime is higher, we'll have to absorb that.
Comm Ricci asked again for the documents she had emailed a request for, which she hadn't received yet.
Comm Ricci moved that the reduction proposal submitted on Nov. 17, except for the CBO contracts which would be amended to include the Ark of Refuge, $90K; LaFrance Associates; Performing Arts Workshop; Center for Strategic Planning ($21k);
The Chief said that the Center for Strategic Planning had already been cut totally.
Comm Ricci continued: moved to cut Ark of Refuge $90K, LaFrance Assoc. $225K, Performing Arts Workshop. This total amount would be in lieu of those proposed on the Nov. 17 document (both contracts and position cuts). Comm. Bonilla 2nd. However, he asked the Dept to sit down with LaFrance to see if they could hammer out a lower cost program.
Comm Hale said he was concerned because there had not been an intelligent presentation of a justification for the proposed recommendations in the motion. He repeated, "nothing intelligent."
He said that he hadn't seen any of them (the committee) in Bayview, or with the families that have had

children that have died or been murdered, or families that are struggling. The rest of his comments implied that this was a "fate accompli"…
Comm. Ricci responded that she was offended by Comm. Hale's suggestion that this was a pre-meditated act. She asked earlier to hold up the start of the meeting so that Comm. Hale could arrive and have full participation in this process. If there was any desire to undermine his role, they could have proceeded without him being here. She said for the record that she gave everyone an opportunity to speak on this issue before she made her decision. She felt insulted that he implied that her decision was influenced by anyone. She made it clear that she had nothing personal to gain from this vote—she is not an attorney needing to work with juveniles, or get contracts from the Dept, and that her decision is guided by allegiance to her oath, and what she felt is best for the youth.
Comm Hale commented that the motion does not give the option for the Dept and LaFrance to strike a better deal. He also wasn't convinced that the administration couldn't take an additional 1% or 2% cut. He said they could still look at the staff/youth complement.
He said his understanding was that once this budget was submitted and approved, then there could be no further cuts of CBO contracts for this FY.
He asked the Chief to go back and see if they can come up with another 1-2% cut in admin and probation, not counseling.
The Chief said that she would go back and see about that.
She repeated where some of the reductions in admin have been.
Comm Hale said he had no problem with moving the action to the full Commission for consideration.

There was no public comment.
The question was called and upon voice vote, the motion carried, 2-1, Comm. Hale dissenting.
Comm Hale continued to recount how the personnel division of the Dept was expanded to try and get a good on-call list of counselors. But even so, there is still no viable on-call list.
So the question is whether they "got their bang for their bucks" – whether the funds were effectively used to solve this problem. Maybe that's an area where staff reductions can be had.
The Chief said they would be looking at reorganizing the Dept. "the reason being is that, even though in your particular case, what you're talking about is personnel, I need to remind you that we have never been full staffed and administratively, along the administration line, for instance, there is no director of probation services, every one of the executive team are doing two jobs. So, I'm saying that our answer absolutely is we do need to reorganize because we must do more with less. And I'm certainly open to that, in fact we're going to be working on that very shortly. So, given that information, we are going to do all we can . I need to caution you that at this point, there are not many avenues, in that we have already cut the fat.. It is a flat administration. I'm doing two jobs, the assistant chief is doing two jobs. The Finance Director is doing two jobs. The Director of Community Programs is doing two jobs. Even the community programs individuals are doing way more than they started. So I appreciate what you're saying but it is a day with ---*inaudible*--- we look at how we can do business. There are *[prop?]* positions that we must fill. We are bound by union agreements."
Comm Hale cut her off and said it is understood that mandated positions are not considered for this.
He said that even if it means that they (the Dept) has to take another cut, if it just means bettering their relationship, if it somehow allows them to continue their communication, then its worth it.
The Chief said they need to be cognizant that the different youth in the hall demand staffing differently for public safety issues.
Comm Hale clarified that he wanted the Dept to come back Friday with their results of reviewing the budget. He said that the recommendation of the Finance Comm. is separate from the Dept's original recommendations, which will go to the Commission intact. He said his understand was that the Committee is forwarding the Dept's original recommendations, which it cannot change, to the full Commission, with the changes approved by this Committee.
He asked the Chief to get an answer from the City Attorney regarding the contract language which would allow it to be stated, a cut in the amount of, up to 4%. He wanted to make sure that the language was enforceable. The Chief agreed to get this.

5. (DISCUSSION/ACTION) Requests for future agenda items
   Comm Hale asked to have a full review of LCRS on a Finance Comm. agenda, and to set up regular Finance Comm. meeting times.
   (public comments)
   There was none.

6. Adjournment
   There being no further business, the meeting was adjourned at 12:51pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:00pm Monday, January 26, 2004

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review minutes of Dec. 17, 2003.

3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.

4. (DISCUSSION/ACTION) Possible action to recommend to the full Commission, the establishment of a subcommittee of community based organizations, under the Finance Committee, to help review the Dept's annual budget. (Bonilla)
(public comments)

5 (DISCUSSION/ACTION) Discuss the Dept's strategy for the upcoming budget year.
(public comments)

6 (DISCUSSION/ACTION) LCRS budget status. (Hale)
(public comments)

7 (DISCUSSION/ACTION) Requests for future agenda items
(public comments)

8 Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by Jan. 19. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)

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Juvenile Probation Department

January 26, 2004

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MINUTES OF JANUARY 26, 2004 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
   The Chair called the meeting to order at 5:06pm. All members were present at the gavel. Chief Tucker, Mark Lui, Bill Johnston, Jose Perla were present for the Dept.
2. (ACTION) Review minutes of Dec. 17, 2003.
   Comm. Hale had questions about the accuracy of the minutes and wanted to listen to the tapes, so action on them was tabled until this is done.
3. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
   Joe Berkowitz, LCRS, commented that the merger of the two classes as a positive thing. He believed it would lead to a cost savings by reducing OT. He said that SF is the only county where there is a distinction between counselors in JH and ranches. He mentioned a precedent already set by negotiations with supervising counselors (yrs 2000-2003) where a "side letter" recommended the merging of 8322 and 8323. This was never done, and upon inquiry he was told by DHR that they were waiting for the Dept to initiate the request to them for the merger, and the Dept never did.

   Kent Eagleson asked what the Dept would do now with the pending loss of soft monies like TANF, with those CBOs that formerly were supported by general funds, but pushed over to soft monies? What are the Dept and Commission's intentions now?
4. (DISCUSSION/ACTION) Possible action to recommend to the full Commission, the establishment of a subcommittee of community based organizations, under the Finance Committee, to help review the Dept's annual budget.

   Comm Hale had concerns for this, not based on the desirability of creating such a body, but due to the logistics of doing so, given the experience of the LCRS Advisory Committee. Comm. Ricci suggested contacting the City Attorney to see what might be an alternative means of accomplishing the same thing.

   There was a discussion about possibly having community meetings/forums/panels where such input could be maximized. The Chief said they expect to have a community meeting about this upcoming budget, and was open to other opportunities. Comm Hale commented that the new situation calls for a complete re evaluation of how we do business, including how we work with the community. He suggested Commissioners read the revised juvenile detention initiative (the continuum of services) that was put together last spring.

The Chief said possibly having more community meetings would do this.

Comm Bonilla asked about the possibility of doing one forum in this FY budget timeline, and the Chief said she thought they could do it.

(public comments)
NTanya Lee, Coleman Advocates, stated that the difficulty for CBOs has been in the fact that they are not given a complete data set of figures so they cannot understand the whole picture of a Dept's budget. They are given "snippets" of information, specific to only those things already decided upon by the Dept management, which is after the fact and negates any pro-active input or participation by the community.

Comm Hale said that there shouldn't be a problem with getting all the information from the Dept, and asked her to make such a request.

5 (DISCUSSION/ACTION) Discuss the Dept's strategy for the upcoming budget year.

The Chief referred to the documents passed out at the meeting. M. Lui went over a list of 10 items, which are affecting the budget now and for the next year.

He said that during the budget balancing process of last Oct-Dec, when the balanced budget plan was approved by the Commission and accepted by the Mayor's office, the workers comp situation had worsened and now the projection was doubled to $530K for the year, thus putting the Dept out of balance again.

The Dept's plan to carry forward accounts payables, was not accepted, leaving another $150K deficit for this year.

The State's STC training funds is gone, so $115K is not available to the Dept

TANF Ranch money, which has been at the $358K level for past years, is now being reduced by $225K

He said that "they" looked at the revenue coming in and saw that the Dept was short $900K from TANF in prior years, but the Dept hadn't "exercised their total spending authority" -approx. $740K—so "they" applied that to the shortfall and left a $160K deficit.

Impacts on next year's budget. Personnel benefits are increasing about 5.5% which will be absorbed by the Dept. (approx. $1.1 mil)

The State is going to divert TANF from counties, so SF stands to lose $3.6 mil. If the State doesn't get the bond, the City will lose funds, and the Dept will be see a 15% reduction in general fund support ($3 mil). So the Dept has to prepare a contingency plan for that $3 mil reduction, by Feb. 20.

Summary: current year reductions: $99K , mandatory cuts next FY: $1.1 mil, with a contingent plan for $6.6 mil. so the range in cuts is from $2 mil to $8.8 mil.

The Chief reviewed the sheet approved last Dec. 19. She said that they came back with some modifications, and wanted to show how they're dealing with the modifications and what were the basis of the modifications. "When we went back, to look at the Controller's state of the Dept, salary projection, and found

that some of the measures we've put into place, like we've been monitoring OT and changes and doing things, we had realized it to the point where we've got the salary deficit is now only $226, alright? And that our fringe benefits has a surplus of $473. so, this comes from the records of the Controller's report that as a result of some of the things we've done, this is the new status, okay? However, as we said before, $250K more, in terms of the workers comp, so it became a deficit in the amount of $530." "We've been able to improve with the OT and all the things, we've gotten into a surplus position when it comes to fringe benefits.

M. Lui said he could explain the surplus in fringe. "...because when you use overtime instead of straight time, there are fixed benefits....so they don't increase.

The Chief said, "it's to the reduction that we've made in the overtime, so that's where you get the surplus and the, in the benefits." "And the TANF Ranch, as we said, there's a current deficit of $225K, we have an average daily population of much less than the $358 TANF Ranch, and it's now $133, so the $225 is a deficit on the basis of our daily population."

Comm Ricci asked for a clarification of how the WC grew from $280K to $530K. M. Lui said that this was "something suggested by the WC division, who actually project on their own, and they do that intermittently throughout the year. And it changes, change our process. Actually, our workers comp if you look on a month to month basis, --Oct, Nov, Dec—which is what these projections are apparently based on, if you look on a month to month basis, our costs are going down. But when they come that quarter to the prior quarter and averaged it out -that's what they do--- that's what they came up with."

Comm Ricci asked about the TANF Ranch funds. Is the population of LCR down because not enough youth are referred there, or is it "just" down?

The Chief commented, "When we decided to keep Log Cabin open, well I think it's been 3 fiscal years when we started looking at Log Cabin Ranch, I remember one fiscal year, I don't remember the exact fiscal year, we cut off the intake totally. That is like 3 fiscal years ago. And we started re-vamping, re-engineering the Log Cabin Ranch. We just wrote up comprehensive plan and everything. We stopped the intake totally. So the population went totally down. We, then, the budget year, we decided that, it was proposed that Log Cabin Ranch be closed. That kept the population down. There weren't that many referrals, etc. So we've been going through a lot of things with Log Cabin Ranch. It's a combination of, first the intake was cut off, then when it was re-opened, there were issues about the referrals, the judges, and we kept working with the judges, and we began to get referrals, but when we did the comprehensive plan, we started getting more referrals. Then we re engineered to keep it open. And we designed the programs, we re engineered the programs for a lesser number of students. So we said, then, that there would be a maximum of 30. Our average daily population there has been, I guess, about 24. So, it's by design, but at one point it was because we were trying to get Log Cabin together. We kept the population down to change the program and get it into control." "Now we staff it for no more than 20."

Comm Ricci asked if there was a cap on referrals to the Ranch. The Chief said that they weren't turning anyone down that was recommended for the Ranch.

Bill Johnston said there isn't a cap on how many youth at Cabin, it's a matter of how many kids are committed by the courts.

The Chief continued, "the TANF Ranch is rated according to the number of youth that are served there. It has reduced the annual grant."

The Chief went on to review each line item in the balanced budget doc.

She said that the strategy they are using now is to look at everything they are doing in the dept, to reduce spending, and looking at each line item to see where reductions could be made. She said that the biggest bill the Dept has is DTIS. The Dept is obligated to get all their work through DTIS. "They work order our money and is the only Dept that can take our money whether we agree or not for the services they render." They are more expensive than contractors. She went line by line mentioning different items in the budget (eg. cell phones, pagers, telephones). She mentioned an emergency notification system the Dept contracted for years ago, which required a subscription to a GIS service that cost $1,667/mo to have this system, which has never been used.

Comm Hale cut the Chief off, asking for the strategy for the upcoming budget year. Are there any new directives? The Chief said she was trying to explain that. Comm. Hale said he understands that the amount to balance has changed from the 754k dealt with in Dec. to 843k now. The Chief affirmed that.

But there is no action item on the agenda to deal with this. The Chief said that this has already been sent to the City and the City has approved it. She corrected herself and said that they are reviewing it now. Comm Hale asked the Chair to discuss this with the Commission President and the City Attorney to see if there's a need to declare an emergency to act on this. She said that the Dept would be meeting with City Hall on Feb. 2.

Comm Hale asked if the Dept were going to do anything different than in year's past with the budget development process. The Chief said no.

The Chief went on to talk about the "impact paper" the Dept prepared regarding potential sunset of TANF in Oct. 04.

She mentioned another paper, which showed that the Dept could face an $8.6 mil cut in the next 18 mos.

Comm Hale asked to have an item on the full Commission meeting to discuss and act on the re structuring of juvenile justice in the City.

The Chief said, "we have begun that first exploration. We are meeting with the consultant from JDAI. We've had the initial meeting and we are getting information about the structure of the other JDAI departments, to see how they're compatible. Also open dialog with the courts, Judge Mahoney. We've talked with him to talk about his needs, and he has some ideas. So,.."

Comm Hale said the Commission needs to be involved in those discussions. Comm Bonilla commented that the Commission should begin using its powers and privileges to be proactive in the determination of how best to operate the Dept, rather than just reacting to the City's directives, in fact, to reduce the need for the City to make such demands on the Dept. It was proposed to include an action item in the next meeting, which addresses the Commission taking a lead in the resolution of the Dept's budget issues. The Chair of the Finance Committee will draft some language toward that end.

(public comments)

There was none.

6 (DISCUSSION/ACTION) LCRS budget status.

Comm Hale said that this is an ongoing concern since there was a lot of effort to keep the Ranch open. Aside from wanting to know the current status of the finances there, he wanted to know what conversations have occurred regarding how to make it self-sufficient (eg. last year's ideas of utilizing wind and solar power, leasing/selling real estate, renting bedspace).

M. Lui went over the budget doc regarding LCRS. He said they are showing a projected surplus in salaries and benefits of $179K. There is one person out on workers comp. There is about $170K in OT costs and that represents about 1.5 FTE.

Lui pointed out that there is a deficit in the TANF Ranch funds of $261K. The Dept used $150K of the grant to pay salaries, under the direction of the Controller to help balance the budget, to minimize that budget-balancing plan they worked on with the Commission.

The short answer is the Ranch is looking at a $300K deficit at the end of the year.

Comm Hale asked if the formula for TANF Ranch allocations is given to the Dept. Lui said that TANF is something that the State allocates, and the Dept budgets at what they think the amount will be coming in.

He said it's a complex formula for allocation.

The Chief said, "...how that was determined about our past population at the ranch. That was how that was determined, over the years, and they took the average daily population and that's how they made the initial grant of $358K."

Comm Ricci asked about the future of bringing in money through bedspace.

The Chief recounted that through the budget negotiations in April/May of 03, Steve Kava made arrangements to keep LCRS open till the end of this year, and not lay off 4 counselors. But no additional money was put into the Dept budget to pay for these 4 positions. If those counselors were laid off, it "probably would have balanced out, even with the lesser amount of the TANF." She said as to sustainability, she is "working with the courts, with Judge Mahoney, and we're looking at alternative ways to deal with Log Cabin Ranch. And the Judge has some ideas that has to do with JDAI and everything... he is also working with the PD and the DA to look at how we can get some sustainability at the Ranch. We're looking at alternative programming at Log Cabin Ranch. At the same time the Director at Log Cabin Ranch is, will be taking a trip shortly to another place, another branch that in fact rents beds to see how that works. So, we're also following up on, it was an appraisal that was supposed to be done, and I can't find the appraisal finding anywhere, so I'm following up on that. I do believe that we need to have a committee especially to address sustainability at Log Cabin Ranch. I think it's a larger issue than one that this dept alone can do, because when we start talking about leasing or renting of the land, that includes the real estate division, there are just so many things that I had a discussion with the former Mayor about. And he had suggested that we deal with the real estate. However, that has to be a decision that this commission as well make some decision about. When it comes to the solar power, we had an evaluation done found out that the waves, hills or whatever we're talking about, the location of Log Cabin Ranch is pretty much in a valley, and that would not work. The solar power on the roof is a large initial

investment that we have to make, so every solution for Log Cabin takes a really large survey and staff, and we need a committee...."

Comm Ricci asked which facility Mr. Sanders will be visiting. The Chief said she thinks it's Fouts Spring.
B. Johnston confirmed this.

Comm Hale asked what the cost savings would result in the merging of two counselor classes. The Chief said she didn't believe M. Lui had any costs figures at the moment.

Comm Bonilla suggested adding this topic to a personnel comm. meeting.

(public comments)
There was none

7 (DISCUSSION/ACTION) Requests for future agenda items

Comm. Hale said that the need to look at restructuring involves discussion on how funds are allocated to CBOs. He again asked the others to review the local action plan.

Comm Bonilla asked the Secretary to arrange with the CPO a series of potential Finance Comm. meetings in the upcoming weeks.

(public comments)
There was none.

8 Adjournment
There being no further business, the meeting was adjourned at 7:05pm

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF A SERIES OF MEETINGS of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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FOR THE FOLLOWING DATES AND TIMES ★★
4:00 PM, Wednesday, February 4, 2004
5:00 PM, Monday, February 9, 2004
10:00 AM. Friday, February 13, 2004

9.4
1, 9, 13/04

AGENDA

1. (ACTION) Roll Call

2. (DISCUSSION/ACTION) Review and possible recommendations to full Commission regarding budgetary issues for the Dept's '04-'05 FY budget planning process.
(public comments)

3. (ACTION) Adjournment

★★ these meetings are being arranged ahead of time, in anticipation of needed actions. They may or may not actually be held. Please check with the Commission office to get the most recent updates.

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To: bfisher@huckleberryyouth.org; Board.of.Supervisors@SFGOV.ORG; Colleen Montoya; david.mauroff@SFGOV.ORG; dcoleman@huckleberryyouth.org; Dawn Kamalanathan; Volauxygc@aol.com; gbieringer@sftc.org; SF Docs; Greg Mendiola; henrythe2@aol.com; Ida Miranda; jfithia@muse.sfusd.edu; john.radogno@SFGOV.ORG; kjh57@aol.com; katkinson@bhnc.org; katherine.weinstein@SFGOV.ORG; laura@LFAgroup.com; lmiles@muse.sfusd.edu; Laura Azzolino; Margaret Baumgartner; mkemper@cccyo.org; marynella.woods@SFGOV.ORG; Margaret Brodkin; nicole.derse@SFGOV.ORG; lupineandlettuce@yahoo.com; nlee@colemanadvocates.org; Stats; ttaylor@huckleberryyouth.org; Thi-Bay Miradoli; wcalomiris@cccyo.org; ymac@colemanadvocates.org
Cc:
Subject: finance comm. mtg
Attachments:

89.4
1
/4/04
ancelled

Friends,

— San Francisco
= Juvenile

the Finance Committee of the Probation Commission will not be meeting this Wed. Feb. 4. They will meet Monday, Feb. 9. Please note this.

= Agenda
= Cancelled

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:00 PM, Monday, February 9, 2004

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of February 2, 2004 meeting minutes.
(public comments)

3. (DISCUSSION/ACTION) Review and possible recommendations to full Commission regarding budgetary issues and the Dept's proposals for the Dept's '04-'05 FY budget. **explanatory docs:
(public comments)

4. (DISCUSSION) Fiscal review of Log Cabin Ranch operations and its potential impact on FY '04-'05 budgeting.
(public comments)

5. (DISCUSSION/ACTION) Fiscal impact of merging classes 8320 and 8321 counselor.
(public comments)

6. (ACTION) Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF FEBRUARY 9, 2004 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room San Francisco, CA 94127

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1. (ACTION) Roll Call
The Chair called the meeting to order at 5:20pm. All members were present. CPO Tucker, ACPO Johnston, M. Lui represented the Dept.

2. (ACTION) Review and approval of January 26, 2004 meeting minutes.
Action on the minutes was moved to the end of the meeting, at which time it was tabled to the next meeting.
(public comments)
There was none.

3. (DISCUSSION/ACTION) Review and possible recommendations to full Commission regarding budgetary issues and the Dept's proposals for the Dept's '04-'05 FY budget.
The Chief read over the document that was prepared for the meeting (see attachment to agenda on website). The overview gave a look at the major deficit areas in the budget. The Dept has been ordered to reduce a minimum of $2.1 mil. but be prepared for another $6.6 mil contingency cut.
Comm Hale said there needs to be discussion about how the Dept will support its community partners once TANF is gone. The Chief said she is meeting with the Mayor Friday (13th) and will seek his guidance on what to do.
The Chief said that they are proposing to lease/sell parts of Log Cabin Ranch /Hidden Valley Ranch land, and hoping to raise $1.5 mil from it. She said that there are no restrictions to such an action.
To reduce OT, they are re assigning two counselors to JH duties, which will reduce OT about $200K.
She went on to recount the discussion at the Bd of Supervisors during May of '03 when it was agreed that WC was out of control (peace officers get "4850" and can be out a year). The Controller's office was directed to work with this Dept on the WC issue. They came up with a manual of best practices. The Dept has been given the permission to hire a 1244 (someone with WC experience), specifically to work with WC cases. In the meantime the Chief asked DHR to have someone transferred over to begin this work, while the Dept completes its own hiring.
She went on to other items in the doc. Eg. the emergency notification system, which was costing $1500 a month to subscribe to a GIS service. The system has never needed to be utilized.
Comm Hale asked for a list of vacant positions in the Dept. He also asked the Dept to get the "experts" to present the case to the Commission, as to the best possible 'scenario' for reducing WC.
He asked what is in place for emergency notification now?
Comm Hale asked what the agreement was between 790 and the City. Henrietta Lee said that the City promised it would not lay off any 790 workers if they agreed to a 7.5% give back. This Dept was the only Dept in the City, which chose to lay off 790 workers (passed in Dec., effective in March). This is a violation of that agreement.
Comm Hale asked the Chief to get an opinion from the City Attorney about this.
The Chief said her understanding was that the agreement was that the Dept would not lay off anyone from Log Cabin Ranch this fiscal year. She agreed to get an opinion from the City Attorney tomorrow morning. Comm Bonilla asked for a written response from them.
Comm Hale questioned the potential success of achieving $1.5 mil from realty sales of LCRS/HVR. The Chief was unable to answer the question. She said, "I have inquired with the Mayor's office about that and will be getting further information. To be very honest with you, we do need that quantified. We do need to know how much they will accept, and the issue at hand is also is that, we don't currently have a buyer in mind. If we had a buyer in mind, and an assessment and everything, and knew that we had somebody to buy it, that would be more concrete. So, if you will, what I'm trying to do here is to mitigate the city's further loss, in terms of staff, or in terms of our budget, by putting up for sale this property. I

don't know what else to say."
Comm Bonilla asked if there's any indication from the Bd of Supervisors that they would be willing to approve such a sale, given their disfavor for this in the past. The Chief said they have not had any discussions with the Bd. She said there is talk of possibly transferring some property to the Superior Courts.
Comm Ricci asked for an itemized list and description of all vacant positions in the Dept, and an itemized list and description of all filled positions in the Dept. She also asked for a report on Don Sanders' visit to another ranch, to see how they handle renting of bed space, and how that might help us with LCRS. She asked if the Dept has anything in writing from the City Attorney's office regarding any prohibitions on sale/lease of LCRS/HVR.
The Chief said that, "the vacant position list has shrunk. One of the reasons why it has shrunk is that we have been mandated through the budget office to reduce the number of positions that are vacant so that we can reduce our attrition rate. So while we may have had 15 – 20 vacant positions, we now have… it's still in process." "That was one of the instructions we were given, that those positions that had not been filled for several years, that the Mayor's office, the budget, has mandated that we release them. There will not be as many vacant positions as you have been seeing in the past. And that reduces our attrition rate and has a better impact on our budget."
As for the computers, she said she understands that almost everybody in the Dept has a computer.
Comm Hale commented that the Dept's HR staff was increased to take on testing of on call candidates, because the City's DHR was not doing it for us. But this hasn't worked out and now he questioned whether we needed to maintain the full complement of staff in the HR division. He wanted the Dept to respond to that.
He asked if there is a chance to have counselors be eligible for IVe dollars. M. Lui said that the duties have to be foster care related. He asked for a copy of the IVe regulations. Lui reported that he heard that the definition of foster care related services might be further restricted, narrowed. They are talking about possibly an audit of these programs. This may lead to a reduction of funds.
B. Johnston commented that it might be possible to include counselors in reimbursable work but it may not lead to a savings if more people need to be hired to take up their hall duties.
Comm Hale asked again why the Dept's HR wasn't part of the proposed cuts. The Chief said they could look into that.
The upcoming meetings were reviewed. The next Finance Comm mtg will be Friday Feb. 13, then again on Tuesday, Feb. 17th, and then a special meeting of the full Commission on Feb 18th.
Comm Hale asked that the speakers (especially those from the unions) who had requests, to put them in writing. Comm Bonilla asked the secretary to request the attendance of M. Baumgartner at the upcoming Finance Comm mtgs.
The Chief asked if the agenda would remain the same. Comm Ricci said she'd like to keep items 3-5 on the agenda and deal with them as they come up.
The secretary asked if the Dept proposal would be the same on the 13th. Comm Hale said that if the Dept has new information that prompts an alternative plan, they're free to make those adjustments.
Comm Ricci asked about the implications of submitting other proposed budget adjustments. D. Kamalanathan said that whatever the Dept submitted must meet the 4 criteria. If items are substituted, they must be of equal or greater value than those items deleted.
Ques: is there a penalty for missing the deadline of the 20th. Ans: there is no financial penalty. The deadline is firm. The Controller's office will record those who do not meet their deadline. Discussions will be ongoing and adjustments are expected well into March/April.
The Chief asked Comm Hale if the Dept wanted to come back with an amended proposal, for the Feb. 13th meeting, would that be okay with the Committee. Ans. Yes.
Comm Hale asked for a report on how the Dept decides the level of staffing it needs. He wanted a comparison of how other jurisdictions, other public agencies do their workload assessments and allocations, and the guidelines followed by this Dept.
Ques: what are the projections for retirement. Ans: 5 in this next fiscal year, across the board.
Ques: is there any incentive to retire? Are retirees eligible for on-call hiring?
The Chief said they were attempting to increase the process to put more on call names on the list, to

make a list of about 30 names.
B. Johnston said that the Dept had hired 3 retirees, which save the Dept money.
The Chief commented that the Public Defender's proposal to put a moratorium on CYA commitments would have a horrendous impact on this Dept. She said that if not CYA, they would sit in juvenile hall, "in the five units we have that are already filled, that we are staffing, and it would increase our overtime, and it would be a horrendous impact on this Dept, budgetarily. I also have a deep concern about the fact that we already do not have a place, an appropriate resource for those individuals who have mental illness, those with mental problems, who act out criminal acts of violence on the community and on victims. We already do not have an appropriate facility for that. Those youth also go to CYA."
Comm Hale said that ultimately it is the courts that decide CYA commitments. He is not in opposition to the proposal.
(public comments)
Rich Perino, PO, said that the claim that staff is taking advantage of WC rules to defraud the city. If there is fraud here, why isn't the City Attorney taking any action against individuals. He questioned the motivation behind City Hall not approving the Dept hiring temporary counselors to avoid OT. He also asked why the Dept needed to hire a new person to deal with WC when there's already a city agency that does that. The Dept's proposed positions for lay-offs are suffering because of the failure of others to do their job. He referred to a lawsuit brought by PO Torrance Bynum, asking for OT for working in the hall. Perino said that no one knows the outcome of that suit, except that now POs are not allowed to work in juvenile hall.
Henrietta Lee, local 790, said that all the layoffs are clerical support staff, leaving very few behind to take up the work. She questioned the legality of this, when the City and union struck an agreement last year to save the City money, on condition of no lay offs. She said that of the previous position cuts, only one was an empty slot, the rest were actual people losing their jobs.
Lonnie Holmes, local 21, spoke against the lay-offs. He suggested looking at all the empty positions before starting to lay off workers. He also said the Dept needs to assess its IT needs for the future, in view of lost revenues, and programs. He said it made no sense to spend so much on an evaluation tool for diminished programming. He also said there needs to be an overall management audit to see how the money has been spent over the years. He used the eg. of community programs that used to be supported by general funds and now rely on TANF; where are the general funds now?
He encouraged the Committee to look at other areas before laying off staff.
Barbara Ross, PO, also echoed the need for the clerical staff that's being proposed for cuts. She said they are front line customer service staff
Margaret Walsh, PO, said that the switchboard operator is a critical person that often deals with irate and antagonistic or stressed individuals, and has to route calls to the proper people. This is an important duty.
She said that perhaps the Dept's human resources division should be looked at for reduction, since we are not going to be hiring much, and they haven't been able to effectively implement any disciplinary actions on staff. She said that this would be a more reasonable place to cut from, rather than from frontline workers like the ones proposed.
Jubilee Tsui, PO, questioned why so much money is used to support CARC. There needs to be more POs to do the work. She also supported the clerical support staff.
Heidi Isaacs, PO, questioned the conflict of interest on the part of some Probation Commissioners. She suspected that possibly decisions were biased toward community, because of the connections commissioners have. She spoke in support of the clerical support. She asked for an answer to the conflict question, at some point.
LaRita Hall, secretary, said the budget really needed to be looked at before the proposed cuts are made. There is already a shortage. She asked how the staff could be re organized to handle those tasks.
Ishmael Burris, Youth Commission, encouraged the committee to remember that community based orgs provided language and culturally appropriate services to youth. He asked about the facilities maintenance costs of the dept, and was told he could write to the dept for an answer; that they couldn't reply here.
NTanya Lee, Coleman Advocates, inquired why the savings to WC couldn't be more aggressively

projected, to reach another $200K. She urged the Commission to take a leadership role to initiate a citywide overture to Sacramento to reconsider taking TANF back.
Kayla O'Neil, Youth Justice Committee, said that the Youth Commission and the Committee would continue to observe the Dept's budget process, and act accordingly.
Ritch Perino, asked about the potential of increasing Title IVe reimbursements, which bring PO salary costs down to about $20K. He asked if counselors could be utilized in such a way that made their activities eligible for this subsidy. He suggested merging the two probation depts., or shifting adult POs over to juveniles, and getting reimbursements for their salaries. Even if caseworkers from CBOs could be hired as POs to do casework for the Dept, if their activities qualified for Title IVe reimbursement, this is cheaper than straight contracting out.
He said that the Mayor's office is at fault for not allowing us to fill the as needed positions.

4. (DISCUSSION) Fiscal review of Log Cabin Ranch operations and its potential impact on FY '04-'05 budgeting.
This item was tabled till the next meeting
(public comments)

5. (DISCUSSION/ACTION) Fiscal impact of merging classes 8320 and 8321 counselor.
This item was tabled till the next meeting
(public comments)

6. (ACTION) Adjournment
ACPO Bill Johnston requested that the meeting be adjourned in the memory of Liz Aragon, a long time, highly respected counselor in Juvenile Hall, who passed suddenly this morning.
With no further business, the meeting was adjourned at 7:28 pm,

In loving memory of
Liz Aragon

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127
1:00 PM, Friday, February 13, 2004

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of January 26, 2004 meeting minutes.
(public comments)

3. Public comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission

4. (DISCUSSION/ACTION) Review and possible recommendations to full Commission regarding budgetary issues and the Dept's proposals for the Dept's '04-'05 FY budget. **explanatory docs:
(public comments)

5. (DISCUSSION) Fiscal review of Log Cabin Ranch operations and its potential impact on FY '04-'05 budgeting.
(public comments)

6. (DISCUSSION/ACTION) Fiscal impact of merging classes 8320 and 8321 counselor.
(public comments)

7. (ACTION) Adjournment

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Juvenile Probation Department

February 17, 2004

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NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Rm 328
375 Woodside Ave
San Francisco, CA 94127
5:00 PM, Tuesday, February 17, 2004

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Minutes of February 9, 2004 meeting. (public comment)
3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
4. (DISCUSSION/ACTION) Continued review, and possible recommendations to full Commission regarding budgetary issues and the Dept's proposals for the Dept's '04-'05 FY budget. **explanatory docs: (public comments)
5. (DISCUSSION) Fiscal review of Log Cabin Ranch operations and its potential impact on FY '04-'05 budgeting. (public comments)
6. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by one day prior to set meeting date. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)

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February 11, 2004

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Juvenile Probation Department

February 17, 2004

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MINUTES OF FEBRUARY 17, 2004 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Rm 328 375 Woodside Ave San Francisco, CA 94127

1. (ACTION) Roll Call
   The Chair called the meeting to order at 5:10 pm. Comm Ricci was present at the gavel. Comm. Hale was excused. CPO Tucker, ACPO Johnston, M. Lui represented the Dept.
2. (ACTION) Review and approval of Minutes of February 9, 2004 meeting.
   Action on the minutes was tabled until a future meeting.

   (public comment)
   There was none
3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

   Winnie Ho, Secretary, mentioned that her job class was not included in the category for bilingual translation duties (with differential pay). She also asked why the Dept pays for the services of a Dept of Human Services eligibility worker? That's their function and not ours.

   LaKeisha Benjamin, agreed with Winnie Ho, and affirmed that the eligibility worker wasn't doing her job, and that the Dept was suffering from it.

   Rich Perino, DPOA, complained that there isn't enough time given for an adequate understanding of the budget before actions are taken.
4. (DISCUSSION/ACTION) Continued review, and possible recommendations to full Commission regarding budgetary issues and the Dept's proposals for the Dept's '04-'05 FY budget.

   The Chief said that they had been working on this through the weekend, and this was the earliest they could get it out.

   She asked M. Lui to explain the document. (copy of document available through the Finance division office of the Dept).

   The main points were the decrease in revenues due to loss of TANF Ranch funds (and refund of monies to the State for past ineligible payments to the Dept) and of STC training monies and reductions in staff.

   Comm. Ricci asked for an itemized list of the professional and specialized services mentioned in this document.

   The Chief said that the list for the next year's contracts have yet to be let out.

This is just an estimate. Comm Ricci asked for the current list of contractors.

The Sheriff Dept will allow this Dept to use their contractor for electronic monitoring. This will be work ordered over to them.

Comm Ricci asked how use of Dept cars was controlled. Lui said that fueling is mainly done at two city pumps and that cost is work ordered over to us. He said he reviews usage each month (only the work ordered costs) to look for unusual patterns. For outside of SF travel, gas is charged on gas credit cards that each division has so costs are tracked via that.

Comm Bonilla asked why we were paying for DPH services, and B. Johnston explained that it was a partial payment which is very cost effective for the most serious mentally ill cases in out of home placements. He also said they are reviewing the work of the eligibility worker from DHS.

Lui commented on the increase to salaries for LCRS. Due to returning 4 counselors to the budget, that was put back by Bd of Supervisors. They have been getting paid even though they are not officially in the budget.

Comm Ricci asked about the $13K fee to the Chief Probation Officers Association. The Chief said she believes that is for the TANF consortium. Lui said that is for the work they do in relation to TANF funding.

The Chief responded to questions laid out by Commissioners. She said, " one of the questions Comm Hale asked about was, why do we need,...there was.. prior to, I guess about five yrs ago there was.. the personnel work wasn't as strident (sic) as it is now. And he wanted to know why is it that we had to do so much work at this time." She read some BOC criteria for hiring of counselors and POs.

She mentioned serious problems in payroll administration, overpaying workers comp, people not being paid correctly. She said there have been lawsuits and the Commission is aware of some situations. She said that payroll is extremely complex when you have institutions. There's premium pay, there's bilingual pay, There's different shift pay because there's 3 shifts. She said they've spent a great deal of time in the last 4 yrs making sure it is done correctly. She said they have achieved that at this time. She said there were issues about payroll at LCRS and juvenile hall, but now they fixed that. She said that's why it is necessary to have the two payroll and personnel clerks. She said they would redistribute the work between the 1222s and the 1204. she said that all people have to have a background check before they are issued a dept. ID badge. Any of these requirements are mandated by law and they are done by personnel.

Comm Ricci asked how much time a personnel staff uses to do background checks. MH Bran said about 20% of their time.

Comm Bonilla asked her to "paint" a picture of what the staff do. Bran described that payroll clerks take care of payroll records -getting all the time and amounts correct for each staff so that all proper payments are made (eg. step increases, pay premiums, time off). She said they also supervise workers comp. to determine if it is workers comp or 4850, or CI. etc. the payroll clerks deal with those. The Sr. Personnel Clerk deals with all the leaves (personal).

The Chief added that they deal with ADA requested leaves, which she said is a whole interactive process.

Comm. Bonilla asked about the 1244 position. The Chief said that the Dept budgeted $1.6 mil for workers comp. She said that at the last year's budget process, the Bd of Supes warned them about their not tracking the workers comp costs, that people in this dept were abusing workers comp. As a result, the Bd of Supes asked the Controller to help the dept out. After a survey was done of "best practices", a manual was developed and given to this dept to use to correct its problem. The 1244 has a special condition on it, especially for workers compensation. It will report directly to the Chief.

MH Bran said that DHR does not do testing for provisional positions, only permanent. She explained about WC that she has been doing it these past years and it has ballooned to where she's dealing with it day and night.

The Chief said, "what we call workers compensation is called 4850, which entitles an individual to be off a year...as the laws change, it increases the amount of work that needs to be done. MH Bran said that the ADA process goes on for months before anyone goes on retirement on disability.

Comm Bonilla asked about the IT division. What about the 1024 position. M. Lui said it is used as a salary savings.

There was a short discussion about CARC; its utilization levels, and costs. There are 2 POs assigned there, and sometimes there is OT for those staff. Bruce Fisher defended the CARC program, and said that they are willing and will work with the Dept to redesign how Dept staff are used there.

Comm Bonilla announced that in discussion with Bruce Fischer, they agreed to absorb a 7% cut to their grant—that savings to be used to eliminate one Dept proposed staff cut. He further said that the Committee is not making any recommendations on the rest of the proposed budget (as reviewed in this meeting) and that it would be moved to the full commission for continued, and full discussion before final action is taken. Comm Ricci 2nd the motion. Upon voice vote, the motion carried, 2-0.

(public comments)
Meredith Perino, 1426 clerk typist, asked for an answer regarding the agreement supposedly reached between the City and local 790 regarding no layoffs this year, in return for certain concessions made.

The Chief recounted that Mr. Bryant was here at the last meeting and said that there was no such agreement, that there is no no lay-off clause. That the agreement was that we would maintain Log Cabin Ranch, and that as long as we maintained Log Cabin Ranch through the end of the fiscal year, that it would be run by the civil service, but there was no agreement about no lay-offs as a result of the 7%. Mr. Bryant clarified that. He said that there was no no lay-off agreement with SEIU.

M. Perino said she did not recall that this agreement only referred to Log Cabin Ranch.

Comm. Bonilla asked if there was documentation for this, one way or the other, he would like to see it.

Henrietta Lee, local 790, said that they had conceded the 7.5% retirement payments, gave up their pay equity that the City owed them (approx. $2 mil), and froze salaries for a year (no step increases)

Comm Ricci asked if there was documentation of that agreement. Lee said she had copies of the contracts in her car.

Rich Perino referred to the first pg of the budget document, to the line reflecting savings from cutting PO positions, and said that it was a false picture, since 2/3 of many POs costs are captured from Title IVe funds, that cutting positions doesn't save the City that much money from general funds-certainly not what is claimed on line 1.

Heidi Isaac, PO, asked about p5, and the City Grants program. She asked why there were no cuts to CBOs shown here. She stated that in her experience, many CBOs and their case managers are not doing their jobs. She had learned of an idea (from a Police Commission meeting) to create the program around the people, not around the agency. She said that there were only some good service providers (individuals), and that it was a shame in view of the amount of money being spent. There are many people in CBOs working with Dept youth, who would not meet the background clearance demanded of those within the Dept. She said that while not "PC" to say so, she knows many are not doing their jobs. Her attempts at getting the Dept to do something about this have failed, so she is reporting them to the courts.

She said rather than give money to agencies, give it to people and create an agency around them.

Finally she asked about the exorbitant membership fees shown on p 16.

5. (DISCUSSION) Fiscal review of Log Cabin Ranch operations and its potential impact on FY '04-'05 budgeting.

Item was tabled till a later meeting.

(public comments)

6. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 7:52pm

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at the Minnie and Lovey Ward Recreation Center
Capital and Montana Sts.
San Francisco, CA 941
5:00 PM, Monday March 22, 2004

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of February 9, & 13, 2004 meetings.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION) Dept budget overview, including community and dept based programming.
**explanatory docs
(public comment)

5. (DISCUSSION) Fiscal review of Log Cabin Ranch operations, revenue generating prospects.
(public comments)

6. (ACTION) Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF MARCH 22, 2004 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at the Minnie and Lovey Ward Recreation Center San Francisco, CA 94112

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1. (ACTION) Roll Call
The Chair called the meeting to order at 6:30 pm. Comm Hale was present at the gavel. Comm Ricci was excused.

2. (ACTION) Review and approval of Minutes of February 9, & 13, 2004 meetings.
This item was tabled till a later meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
There was none.

4. (DISCUSSION) Dept budget overview, including community and dept based programming.
M.Lui reviewed a document passed out at the meeting, showing the Dept budget and how much went to which portions of the operations (eg. Admin was 18% of the total budget, Log Cabin Ranch was 6%) He said that is TANF is taken away, a significant amount of services would be lost (13% of the Dept's funds comes from TANF). –chart is available from Finance Director.
L. Jackson-Simpson referred to a chart (a matrix) of all the current funded programs. She explained that the Dept gives about $700K of general funds towards these programs. The rest of the $3.2 million comes from other sources.
L. J-Simpson said she expects to see some level of TANF funds in 04-05, but didn't know how much. She said that they have asked the JJCC to use about $1 million of the upcoming TANF spending plan to augment the general fund funded programs, giving them $1.7 million for the upcoming RFP.
The Chief reported that she went to Sacramento for a meeting (Chief Probation Officers), and there is lobbying going on to keep TANF coming to juvenile probation depts. She said she went to see Senator Speier and her legislative individual made no commitment to it. She spoke with Assemblymen Leno Yee and they were supportive. She said that the most important person, Senator Pro Tem Burton, was not a proponent for them. She said they claimed that if TANF were kept, $700 million dollars of welfare would have to be cut, because TANF is tied to CalWorks. "They see that as all the same population." She said what Burton's office was doing was tying CYA to TANF, and saying to them, "you solve that problem and we'll consider keeping TANF." "So they sort of want us to do the job of making a decision about CYA." "There's talk about whether they will close CYA and give us a portion of the money or give us a portion of the parole or whatever. Those solutions are still being crafted. But we were able to , the last day I was there, through caucus, we were able to get the Chief Probation Officers and their representatives at the table. So they're being included at the table with the CYA and the TANF discussions, and being able to lobby at the table with the legislators." "The other piece is that, hopefully, they will be successful in getting it taken off so that it will just be in the May revision, and then what will happen hopefully is there will be a proportionate cut, because everybody's taking cuts rather than elimination. The other successful thing we were able to do was we went to the State Dept of Social Services, because that's where the money is allocated to. Because they had seen how successful we were in getting 64 or, between 64 and 70 legislators and additional legislators to sign on to not have TANF eliminated, they were open to discussion and negotiation in terms of that cut. So we have two things going, if DSS, State Dept of Human Services agrees to not cut us totally, because our cut is a part of their $700 million dollar cut. What in essence is happening is that they're only taking a $500 million dollar cut and they're just eliminating TANF. So we're negotiating at both ends, but it is not a done deal. We all feel optimistic, but a key player is Pro Tem Senator Burton. Many of the legislators, their staff that I talked to, were saying, 'well, we'll be checking with Burton to see what he's doing.' " "He's the leader here. That's not true in the Assembly because Assemblyman Yee in essence is that. Bu the Senate is a key page for that to be

successful. So we are lobbying, we have our strategy, we're writing the letters, and encourage even the providers to write the letters to the senators. And I think Senator Burton is very important, and your senator, to say to them that San Francisco has taken all their money and put in the community for alternatives to detention, and as a result of the loss or elimination of TANF, it will increase the recidivism, there will be no alternatives, there will be minimum alternatives, that the detention center population will increase, that there will be more violence on the streets, that it is in fact these alternatives that have reduced population, that have diverted individuals from detention, and helped address the violence in the streets. Because these individuals are out there in the streets and they are supported by the TANF dollars. So we need to get that message out. Also the other message is the elimination of the TANF funds will also close the ranches. Because most ranches are very well supported by the TANF Ranch monies. So that's the whole strategy and that's where we find ourselves and we continue to lobby and we encourage anybody to write your legislators."
(public comment)
there was none.

5. (DISCUSSION) Fiscal review of Log Cabin Ranch operations, revenue generating prospects.
M.lui showed a chart of five years budget for LCR. It showed this current year to be in deficit, due mainly to the re-absorption of 4 counselors. Lui said that another item that impacted the budget was that the budget was adjusted downward by $225K by the Controller. Comm Hale asked if it was the Controller had re-calculated the TANF revenues? Lui said yes. Comm Hale asked whether any future re adjustment will be made to TANF revenues. Lui said even if it is, there would not be any more monies added for one or two years after the fact.
The Chief said they are looking at the potential of getting medical reimbursements. It would "upgrade" the services at LCR, and make it more "palatable" to other counties. They are still working on getting a list of on call counselors (projecting 10 at the end of April) that would reduce OT costs. They are working on youth produced projects to be sold. They are thinking of leasing the greenhouses.
Comm Hale asked the Dept to give them any updated information regarding the Governor's budget and not wait for a Commission meeting to present it.
He also announced that there is a group of ministers in San Francisco who are engaging in discussions with the Chief over the use of Hidden Valley Ranch.
The Chief said that she was "kinda thinking ahead in terms of the California Youth Authority and thinking about revenues, I did an investigation when I was at the Bay Area Chiefs Association, I talked to them to ask them how many individuals would be interested in contracting with San Francisco for replacement for CYA, because what I'm thinking about is in the next fiscal year our new facility will be up. We will probably have two pods that are not in use. I checked with the Bd of Corrections and they said yes we could rent it out, and we would have to staff it but because we do have the accommodations for secure, a good secure facility, that I would like us to consider contracting with other facilities, to do, instead of sending their kids to CYA, like say level 8, 9, in those two pods, I think we could make good revenues from that. So I think we need to consider the revenue that would come from the new facility."
(public comments)
There was none.

6. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 6:22 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center conference room
375 Woodside AVe.
San Francisco, CA 94127
5:30 PM, Wednesday May 19, 2004

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of March 22, 2004 meetings.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Review of Dept budget negotiations with Mayor's Office of Finance, with alternative proposals for budget adjustments, if necessary. (Bonilla)
(public comment)

5. (ACTION) Adjournment

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Cc:
Subject: Re: postponement of finance committee meeting of commission
Attachments:

Friends,

—San Fran

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/20/04
cancelled

the scheduled meeting of the finance committee of the juvenile probation commission has been postponed. please note that it will not be on Thursday, May 20. The time and date will be posted at a later time.

Agenda
Cancelled

sorry for any inconvenience.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center conference room
375 Woodside AVe.
San Francisco, CA 94127
9:00 AM, Tuesday June 15, 2004

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of March 22, 2004 meetings.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Review usage of cell phones and city cars, possible recommendation for usage policies.
(public comment)

5. (DISCUSSION/ACTION) Review of the Dept budget for any potential recommendations to the full Commission.
(public comment)

6. (ACTION) Adjournment

*** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by one day prior to set meeting date. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)*

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MINUTES OF JUNE 15, 2004 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION

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1. (ACTION) Roll Call
The Chair convened the meeting at 9:11 am. Comm Hale was present, Comm Richard was absent. Comm. Queen was in attendance. G. Tucker, M Lui were present for the Dept.

2. (ACTION) Review and approval of Minutes of March 22, 2004 meetings.
The minutes were approved as written.
(public comment)
There was none.

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
Debbie Murray, a 27 yr employee in the Dept was disturbed at how these positions (including her own) were chosen for cutting, and how they would affect the work in the Dept. She asked the Commission to consider other cuts that wouldn't have such a negative impact.
LaRita Hall spoke in support of two people slated for lay offs. She also asked the Commission to look into other cuts that could be made in lieu of these.
Henrietta Lee, Shop Steward, spoke against the elimination of the telephone switchboard operator. She said that the remaining staff is being adversely affected by the administration's choices.
Comm Bonilla empathized with the speakers, but said that the budget cuts being asked now are those asked by the Mayor's office. He said that now the Commission will be trying to make some impact on the Bd of Supes, but there are no guarantees.

4. (DISCUSSION/ACTION) Review usage of cell phones and city cars, possible recommendation for usage policies.
This item was tabled until the next Finance Comm. mtg.
(public comment)

5. (DISCUSSION/ACTION) Review of the Dept budget for any potential recommendations to the full Commission.
Comm Hale commented that he wanted to know how the Mayor's office came to the decision to cut those particular positions from the Dept budget. He commented that in re instating the cuts the Commission formerly eliminated, along with the new cuts, they are implying that they have more expertise than the Commission in the matter of running the Dept. He also questioned the legality of the Mayor's office acting directly with the Dept to affect the budget, without Commission approval.
M. Lui reviewed that after the Feb. 20 submission of the Dept budget to the Mayor's office of Budget and Finance that it became the Mayor's budget and that they had full control over it. Comm Hale disagreed with that assessment, saying that there was supposed to be an ongoing conversation with this Commission on the development of the final budget.
Comm Hale asked the Chair if the discussion could first focus on how it was the Mayor decided it was more important to have position "a" cut than position "b".
M. Lui said it was because the Mayor's office rejected the projected revenue from LCR. Comm Hale summed it up as the Mayor not having confidence in the progress being made on securing the revenues from this proposal? Lui said yes. The Chief disagreed, saying it was soft money. She said the Mayor's office was looking for hard dollars. She said that the overtime savings projections for the Dept were not accepted. Comm Hale asked about the Dept's history in projecting revenue savings?
Comm Hale asked why the Mayor's office waited until after the budget was submitted to them to reject the projected savings in OT –since this was discussed before submission.
Com Bonilla asked what was it about the LCR revenue plan that made it "soft" in the Mayor's eyes? He said that he didn't feel that the Dept proceeded aggressively enough in May.
The Chief said that they were told the Mayor was going to submit a balanced budget and if the Dept

didn't (cut), they –the Mayor's office—would just do it for them, which is what they did. She said that Steve Kava said they better do something about the OT, that that wasn't acceptable.
Comm Queen asked the Chief what was done from Feb. that would concretely demonstrate that we could get those projected revenues. He further asked that if we knew this problem existed two years ago, why is it there is no concrete plan now to deal with this? The Chief didn't remember if there had been talk about bed rental two years ago. She recounted problems with trying to balance the Dept's budget, while they were trying to re engineer LCR. She said they were always off balance, so while they were aware of these issues, they couldn't do anything about that.
Comm Hale repeated that he believed the Mayor's office did not spell out clearly what it was they would accept in the budget as "hard money" but instead came back afterward and arbitrarily axed the budget. He said they were "forcing the Commission put a policy gun to the heads of our children, when we know best.... what our Dept should look like." He asked again, why the Mayor's office took out the clerical positions that the Commission had reinstated. Why did they come back and change the Commission's decisions when those were done in open, public proceedings (that they were in attendance at). This effectively negates any authority the Commission has over the Dept.
Comm Bonilla suggested that lobbying needs to be done to take revenues from revenue generating depts. like the airport, or parking and traffic, and give them to service heavy depts. like ours.
Comm Queen repeated that he possibly could understand the difficulties faced by the dept, he couldn't accept that two years ago these problems were known but no priority was given to finding the solutions to them then. It wasn't up to the Mayor to tell the Dept how to do that. It should have been something "we" did two years ago and kept it going through the years. But now the question is where should the pressure be applied, and what should be the main points to push for recovering some of the budget, given all the violence in the communities.
Comm Hale said he felt the Mayor's staff has not been deceitful in this. He recognized that they have always had their agenda, and have protected certain programs in the past, without the Commission's input. He said that the Commission couldn't do the work they were sworn to do, to set good sound policy, if they cannot in good faith look to the community (all the partners).
The Chief repeated some comments she made previously about shortage in management affecting the ability to deliver direct services. She said they were abnormally short. She gave examples: the Finance Director is the only numbers cruncher in the Dept. While there is a 1652 position available, they haven't filled it, and now the Bd of Supervisors is trying to cut that. The Dept cannot function and do what it needs to do without an accountant. Three people were laid off around purchasing. There is one person doing purchasing. That's abnormal and they cannot continue to function that way. "When we look at the clerical, we made some clerical decisions, you made clerical decisions. We have been asked to make further cuts in clerical. I do not agree with those. We are re organizing probation services around the principles of JDAI and how we do business, and automate some things, and yes, we will be able to streamline some things. But the kinds of cuts we are being asked to make are going to severely impact the services that we render. .. I appreciate the opportunity of what you put on the table. The kinds of work that we do are mandated. When we look at Log Cabin Ranch, let me say the reason why Log Cabin Ranch is not on the table. We made a concerted effort last year, and I followed through, lobbying the Bd of Supervisors, because you know a resolution went through. Lobbied with the PD, and the DA that Log Cabin Ranch was an alternative to CYA, in fact I sent out a notification and a public notice about the fact that Log Cabin Ranch was San Francisco's alternative. So there was no way that any Bd of Supervisors, or anybody, not even Coleman Advocates, who advocated the closing of Log Cabin Ranch. Log Cabin Ranch had been cleared (sic), nobody has said in this fiscal year anything about closing Log Cabin Ranch. We have secured that. Our task is exactly what we're doing, getting it up to speed so it can serve that. But we are in fact being held in the budget, when you look at the other public safety agencies, Juvenile Probation Dept—and I want to thank Rich Perino for getting this information—Rich Perino found, and got a copy and brought to us a copy where Juvenile Probation Dept is being cut 15.4%. The Sheriff is cut 0.2% and yet the Sheriff sends me a letter on June 3, to say that on July 1, we're not covering the front door anymore." "That's a safety problem that will cost us overtime." The Fire Dept..the cut was maybe 2%. Adult probation, they're losing one person. The police are like... and I have these statistics that I will provide you. We are, of the public safety organizations, being cut disproportionately.

The Mayor had made a commitment that youth services were not going to be cut. Are we not youth services? Are we not a critical youth service, that, we are getting killed here. And I'll go back to my original position, when I submitted the budget I said we could cut anymore. Now when we look at another 15% I'm saying we are being crippled. We're not going to be able to do our jobs. We're developing a list of impacts that I want input from everybody so we can look at the impact that this dept is suffering. Not only those individuals that have been here 30 something years, but the expertise, the brain drain we're going to have as a result of losing these very important individuals. Specialized skills."
Comm Bonilla wanted to know what the strategy is, what will be the lobbying effort.
The Chief said that Comm Ricci asked them to develop a list of the impacts. And the lobbying should be done with the Bd of Supervisors. She said that the unions' role would be important as well as the CBOs.
She wants to show the Bd that "over 3 yrs the management has been reduced to nothing, while reduction to direct services has remained kind of stable in terms of lay offs. But the attrition has been in terms of retirement and that kind of thing, so that has reduced."
She spoke of past experiences hiring people without doing background checks and having them work more than the 1040 hrs for an on call status, and having them get benefits which they in turn used to create discipline problems and become workers comp problems now.
Comm Hale recommended the Commission decide what role it should play. He felt they needed to talk to as many Supervisors, once they have that impact list. Comm Queen agreed. He said a schematic that showed the differences among depts' cuts would be revealing.
Comm Bonilla asked when that document (list) would be ready. The Chief didn't have a time.
Comm Hale asked Comm Bonilla to have a conversation with Comm Ricci about meeting with the Mayor's Finance people to see how much of these budget recommendations are really "going through the Mayor."
Comm Queen emphasized the need to get the bullet points together by Friday, given the shortness in time before the hearing. He also suggested getting a planning meeting together this Friday, with unions, employees, Dept, under the leadership of the Commission, to prepare for the June 25th hearing. He said he'd discuss this with Comm Ricci for her guidance, but felt it was needed.
The Chief said, "the plan that I've been working on is working on the bullet points in terms of impacts, with an historical view of how we've been cut and the impact on services and this ultimate impact, and as well I know that the Program Committee will be coming up with, the Ad Hoc Committee will be coming up with a recommendation in terms of what it takes in terms of Log Cabin Ranch to put it on its feet. And that means a capital investment that does not mean the same little budget that we currently have.. one of the problems of Log Cabin Ranch is that there's no capital investment in it. So, we know that the package that Comm Queen is working on, and that you've been a very part of, is going to include asking for additional dollars. I also will be in my submission indicating what positions that we think, and I think of course the Commission is going to have something to say about that, the positions that should be restored and not cut, because of the impact."
Comm Hale asked how the additional positions for layoff come about. He also wanted to know what the Mayor's staff's rationale was for adding back the clerical positions for layoff that the Commission had removed.
The Chief said they were given instructions to come up with a budget to meet the required reductions in costs (eg. 20% administration). She said that she recalls in her history here that once the budget was passed to the Mayor's office, it became their budget and they could do whatever they wanted to it.
Comm Bonilla summed up that he would take the prerogative of calling for the meeting for Friday, and if another Finance Comm. meeting were needed, that would be done appropriately. He would contact Comm Ricci and inform her about this.
The Chief was supportive of having such a meeting but suggested having the meeting without the unions, first, and then bring them to the table.
Comm Hale disagreed. There is no time for splitting up the forces. This needs to be done all together.
Comm Hale asked about the cuts in CBO contracts. The Chief said that the Mayor's office asked for a continuation of the specific cuts approved by the Commission last Dec., which averaged 4%, totaling $271K.
Comm Hale commented that the community was not given the opportunity to respond to the budget

decisions made by the Mayor's staff.
(public comment)
Henrietta Lee said that it would be best for the workers themselves speaking about the impact on their work.
In regards to the OT problem, she said that they are 790 members who are taking advantage of the system, but management in the front and th back needs to take control of the OT, which they haven't.
Mercy Bran said that other depts. have been doing lobbying and have gotten positions reinstated.
Rich Perino said there are plenty of solutions available and proposed, but never acted upon. He said if 790 were willing to make some concessions to the issue in the hall, there are solutions.
When asked whom those proposals were made to, he said that in several arenas, with B. Johnston, and the Chief. Comm Hale said that while it was presented, there are labor issues involved.
Brenda Rollins spoke about the cuts and how it will leave personnel in a skeletal state, which would not be able to continue supporting the dept as it has been doing. Others are not trained to do her work.
L. Holmes commented that there is a communication problem in the dept. and that whatever the final cuts are, there needs to be an understanding that this was an equitable process and nobody was singled out.
Comm Hale said that everyone needs to call someone to make this work, since there is no single person who has that charge now.
The Chief said she sent out an email to everyone in the dept, to let them know her concerns. She said she invited everyone to be at the meeting, "that all those affected, and all those individuals that want to be there, that we make skeleton coverage here, and that Juvenile Probation Dept, en mass as a group are there for the Bd of Supes to see that we all have a concern. That was the reason I invited everyone to the one on the 25th and the 1st."
The Chief announced that TANF funds were restored June 5, approx. $134K to the general fund.

6. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 11am.

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9am Monday, July 19, 2004

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of June 15, 2004 meetings.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Review usage of cell phones for the last 4 yrs, and review of Dept policy and practice on use of city cars, for the past 4 yrs, with possible recommendation to full Commission for revised usage policies.
(public comment)

5. (DISCUSSION) Final changes made to Dept's budget since, and including at, the Bd of Supervisors Budget Committee hearing.
(public comment)

6. (DISCUSSION/ACTION) Discuss the possible creation of a fund for LCR based on the sale of surrounding LCR property, with possible recommendations to the full Commission.
(public comment)

7. (DISCUSSION) Update on the overtime situation in the Department.
(public comment)

8. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

9. (ACTION) Adjournment

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SEP 30 2004

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9am Wednesday, Oct. 6, 2004

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of June 15, 2004 meetings.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Update on the overtime and workers comp situation in the Department
(public comment)

5. (ACTION) Adjournment

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From: Don Chan [Don.Chan@sfgov.org] **Sent:** Wed 10/6/2004 9:05 AM

To: bfisher@huckleberryyouth.org; Board.of.Supervisors@sfgov.org; Colleen Montoya; david.mauroff@sfgov.org; dcoleman@huckleberryyouth.org; Dawn Kamalanathan; volauxygc@aol.com; gbieringer@sftc.org; SF Docs; Greg Mendiola; Ida Miranda; jfithia@muse.sfusd.edu; john.radogno@sfgov.org; katkinson@bhnc.org; katherine.weinstein@sfgov.org; lmiles@muse.sfusd.edu; margaret baumgartner; mkemper@cccyo.org; marynella.woods@sfgov.org; nlee@colemanadvocates.org; ymac@colemanadvocates.org; carols@sfsu.edu; abojorquez@instituto-sf-ca.org; great2468@aol.com; fiona.chan@mingpaosf.com; Becca George; jduggan@earthlink.net; nancy@lfagroup.com; dgallagher@cccyo.org; khalif_4@pacbell.net; John.Knox@sfgov.org; bgee@huckleberryyouth.org; donek@burnsinstitute.org; ginas@sfsu.edu; bbicknell@cccyo.org; Kpstrategy@aol.com; ldill@colemanadvocates.org; Ayoka.Turner@sfgov.org; ccjcourt@hotmail.com

Cc:

Subject: finance comm. canceled

Attachments:

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OCT - 6 2004

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San Francisco
Juvenile Probation Committee

sorry that the finance committee scheduled for today had to be canceled at the last moment. It will be rescheduled soon.

Agenda

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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5:15pm Thursday, November 18, 2004

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of June 15, 2004 meetings.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) current status of Workers Comp/Overtime in Juvenile Hall and Log Cabin Ranch. Current Dept budget status (ie. on target, exceeding budget thresholds, under spending; in which divisions). Potential lay offs, other cuts. Next FY budget planning issues/timeline (public comment)

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5. (ACTION) Adjournment

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MINUTES OF NOVEMBER 18, 2004 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

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1. (ACTION) Roll Call
Comm Stiglich called the meeting to order at 5:25pm. Comm Hale was present at the gavel. Comm Chuck also was in attendance.

2. (ACTION) Review and approval of Minutes of June 15, 2004 meetings.
Action on minutes was tabled.
(public comment)
There were none.

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
Rich Perino, Pres. of the POA, said that the Dept has stated they can only sustain 5 supervisory PO positions. Barbara Johnson has been given a lay off notice, and this will initiate a bumping process which will result in the lay off of 1 or 2 provisional 8444 POs in the adult probation dept. He said that he hoped those lay offs could be rescinded and any deficits be covered by reductions in other areas, such as CBO contracts.
Chris Romero, rep from Local 21, stated that lay offs are supposed to take into consideration seniority, and it didn't appear that this was being adhered to here. He also referred to the irregularity of departments taking certain classifications and making them temporary exempt so they are not affected by the bumping process. He said he will be meeting with B. Johnston next Monday.
Virgie Newman, Exec. Secretary, read a letter into the record, in opposition to her lay off notice. (see supporting docs at end of these minutes).
Mercy Hernandez Bran, Personnel Analyst, commented that these lay-offs are in breach of an agreement made in the budget process back on July 2, at the Bd of Supes Budget Committee to not lay off 6 of the slated employees in Sept, with a review in Jan '05 to see the progress made on WC/OT. . She said that in Sept, other positions not "protected" by this agreement, slated for lay off, were not instituted, despite DHR advisement. She commented that this inflated the Dept budget and forced these layoffs now. She also mentioned other questionable actions of the Dept, and asked that these be investigated.

4. (DISCUSSION/ACTION) current status of Workers Comp/Overtime in Juvenile Hall and Log Cabin Ranch. Current Dept budget status (ie. on target, exceeding budget thresholds, under
spending; in which divisions). Potential lay offs, other cuts. Next FY budget planning issues/timeline
WC/OT: M. Lui reported WC is trending down, half in Sept what it was in July, but this "surplus" can easily be used up by larger cases that might happen. Among outstanding costs –from cases on the books-- the highests are from the year 2000. He explained it as the year that bill 4859 took effect, which gave peace officers 100% of their salaries while on WC, non taxed. Comm Stiglich asked who manages the WC. Lui said the division directors: eg. JH: D. Doyle, LCRS: D. Sanders B. Johnston said that S. Kinghorne was hired to take over that task.
Comm Stiglich asked for S. Kinghorne to come report to the Committee next time.
Lui reported that among the Sept cases, one case is costing some $365K, among 18 that are costing $100K. 12 cases cost in Sept, alone, $2000 each.
Com. Stiglich asked what the oldest outstanding case of WC was. Lui didn't know. B. Johnston said it goes back to the 70s. Lui said the discussions with DHR revolve around how to solve these problems, possibly trying to offer a settlement.
OT: Lui said it is down, due to the use of the on call counselors. Total OT budgeted is $757K. it appears we will be about $400K over the budgeted amount.
Lui also reported that the projected deficit in dept salaries is about $1 million. (projected retirements are not coming through).
Comm Stiglich asked what the single biggest cause of OT is. WC probably is.
There was a short discussion regarding the difficulty in getting a strong on call list. B. Johnston commented that they were thinking it was better when they used to do physical fitness tests so that hires are in good physical condition to do the job (lessening the likelihood for job related injury).
Possibility: recruit individuals from the CBOs for temp on call positions.
Comm Stiglich commented that we want to come in "grossly" under budget, not just under budget.

Lui reported a re organization of duties from counselors to POs as court officers (due: D. Doyle). This will save about $30K.
Lui said there was about $250K used to pay for sick leave. Almost 50% of the peace officers post staff had had 12 or more "occurrences" of sick leave in the past 12 months. Further clarification of this needs to be done.
Lui reported that next FY, there is a projected $130 mil citywide deficit.
Comm Hale asked that attention be given to how cuts in other depts. will affect services to this Dept.
Ques: are any divisions over budget? Ans: JH due to OT.
Comm Stiglich said the Committee will meet again the 2nd week of Dec. to continue discussion on this budget, as well as plan for the next FY budget.
Comm Hale asked to speak privately with Chief Johnston regarding the public comments (eg. V. Newman), and the process followed by the Dept in deciding to cut that position.
Comm Hale also asked for a more detailed report on WC, with much more specifics.
Lui commented that the city is doing an audit of OT in the city and seeing which employees are accumulating more than 24% of their base pay in OT. The depts. are asked to submit a plan to the city on how they are going to address this issue. Comm Stiglich repeated her request for S. Kinghorne to come report.
(public comment)

5. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 6:30pm

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From: LaShaun Williams [LaShaun.Williams@sfgov.org] **Sent:** Fri 6/24/2005 11:07 AM
To: aaaron@lighthouse-sf.org; afujimoto@apilegaloutreach.org; alc@asianlawcaucus.org; anissaw@edgewoodcenter.org; bernal_nest@hotmail.com; bill@benbill.com; bsimon317@hotmail.com; cardev@devinehome.net; ckauffman@gioa.org; david.curto@sfgov.org; derek.chu@sfgov.org; dlane@sffb.org; gaylez@ifcs.org; gjones@vcsf.org; gold@agingservices.net; groosen@newleafservices.org; hhlyuen@yahoo.com; hlevy@laesf.org; izumel@chinatowncdc.org; jean_tokarek@chnsf.org; jegland@sfccc.org; jillig@openhand.org; jkm227@sbcglobal.net; jneisen@newleafservices.org; jposey@gioa.org; jsherman@ecs-sf.org; kdonnelly@gioa.org; kgarrison@bhnc.org; kimonguyen@yahoo.com; lnnie@ix.netcom.com; marie@glueconsulting.org; marvin.catalan@sfgov.org; mbaran@ihssco.org; mdenun@aol.com; mdunlap@iisf.org; mecheva580@aol.com; mharris@networkforelders.org; mwan@chinatowncdc.org; nadellbl@aol.com; nbrundy@gioa.org; pclement@cccyo.org; retempccsf@aol.com; richlipner@yahoo.com; sabierly@pacbell.net; SF Docs; sfscbobt@aol.com; sheatong@hotmail.com; sjpiett@macserve.com; slew@ccasf.org; tracid@selfhelpelderly.org; trixie388@hotmail.com; valorie@onlok.org; vhayden@newleafservices.org; wchu@chinatowncdc.org; wendechan@mindspring.com; zrossing@sffb.org
Cc: SF Docs
Subject: FINANCE COMMITTEE MEETING CANCELED JUNE 28, 2005
Attachments:

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ALL,

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= Juvenile Probation Commission

PLEASE BE ADVISED THAT THE JUNE 28, 2005 FINANCE COMMITTEE MEETING HAS BEEN CANCELED.

Agenda

THANK YOU.

LA SHAUN WILLIAMS
COMMISSION SECRETARY
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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
to be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:30 pm Monday, August 15, 2005

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of Nov. 18, 2004 meetings.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) possible procedures and schedules for conducting Finance Comm. Mtgs, along with establishment of monthly "audit" of progress along fiscal lines.
(public comment)

5. (DISCUSSION/ACTION) Review of the adopted '05-'06 Dept budget.
(public comments)

6. (DISCUSSION) review of the CBO contracts preparation, timelines, processes.
(public comments)

7. (ACTION) Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF AUGUST 15, 2005 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The Chair of the Committee (Comm Fetiçõ) called the meeting to order at 5:34pm. Comms Lingad Ricci and Stiglich were present at the gavel. Mark Lui and Liz Jackson-Simpson represented the dept.

2. (ACTION) Review and approval of Minutes of Nov. 18, 2004 meetings.
Since there wasn't a quorum of members present who were at the meeting, the minutes were moved to the full commission for action.
(public comment)
there were none.

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
There were none.

4. (DISCUSSION/ACTION) possible procedures and schedules for conducting Finance Comm. Mtgs, along with establishment of monthly "audit" of progress along fiscal lines.
It was decided not to set up monthly meeting schedules for now. The next meeting will be Sept 26. the committee should set up some form of audit for major aspects of the Dept's operations that can be reviewed each month. Lui said that the Controller produces periodic projections, but because this Dept doesn't have a staff to do inter-office mail runs, we haven't been picking up those in a timely manner.
The budget process will begin again in Nov, with budget instructions from the Mayor's office coming sometime in Dec.
(public comment)

5. (DISCUSSION/ACTION) Review of the adopted '05-'06 Dept budget.
Comm Fetiçõ thanked M. Lui for providing him with the budget docs. He said that what he wanted to do was gain some clarity on the various budget items that have been a problem in the dept, as well as the fiscal practices in general –are we a cost efficient operation--, so that the Commission can begin to have an organized and measured way to deal with ongoing budget matters rather than be crisis oriented and reactive, so while he will question many details, he is not going to micro manage affairs.
Comm Stiglich asked what level of expenditure comes under the Commission's radar. The Commission Secretary stated that the Dept had established a $75K threshold, under which it would not come to the Commission for approval. M Lui said that contracts of over $50K had to go out to bid. Under $50k it could be an "informal" bid. The Dept has the power to do up to $10k contracts without the purchaser having to review it. He said that there is only one person doing purchasing for the Dept.
He mentioned one contract (the food contract) was 30% more expensive than before.. the contract is now closed and another vendor (SISCO) is onboard.
Comm Stiglich commented that there needs to be a mechanism in place where over-, or unreasonable charges could be caught before a contract ends and we have to find out we've paid too much after the fact.
Item: profess/spcl servcs: $123K?, broken out to psych evals for hires, computer repairs, hearing officer service, title 4e claims service, fire alarm maintenance. Ques: is this the same as in previous years? Ans: no. increased by $20K for the title 4e claims service. Been using them for the past 4 yrs but did not pay them before. None of the dept staff (on WC or not) are qualified to do any of the work of these contractors. Eg. the fire alarm system is proprietary so only they know how to work on it.
Re:cell phones, how many are in the dept. ans: 50-80. Who has them. Ans: directors, 1st and 2nd line supervisors, staff out in the field, the Chief and Asst. Chief. In the past a Commission president and vice president had one.
Comm Lingad Ricci clarified that it wasn't a policy of the Commission to give a cell phone to its President and Vice President. This only happened with two individuals.
Comm Stiglich also asked about the communications problems for some POs out in the field. Lui said that radios were being looked into, either car mounted or mobile ($20K set aside for it). Ques: will this reduce cell phone costs? Ans: not all POs get cell phones. Ques: landlines? Ans: most desk phones are limited use.. no long distance access. Lui has looked at the usage and hasn't found any abuse. In the cell phones, he has found some, so some

have been cut off. The annual cost of cell phones has been approx. $60K/yr. He said he has recently seen some that were more than a couple of hundred in a month. Comm Lingad Ricci said she had seen bills of a couple of thousand a month in the past.
Cell phone costs are now about $36k/yr.
Ques: can anyone on WC be used to look at any of these items, to keep an eye on them? Lui said no one on WC is trained and capable of doing this clerical work.
Lui said that while some figures may look high, it's better to over budget than to under budget and come up short at the end of the year. He said that the avg of about $1K/yr/employee /phone is not unreasonable.
Item: $402K, is cost for the CYA commitments.
Ques: are we paying for the Sheriffs at the front door. Ans. No.
Status of WC? Ans.: has been reduced by about $500K. in yr 03-04 to 04-05, number of new cases were cut in half. There is an increase of $100K in facilities maintenance from last year. $40K for elevator repair. There is an increase to maintenance for LCRS, to fix the road to Mindago Creek.
Ques: are there staff who are also working with and being paid by CBOs that are contracted by the Dept? Lui said there are some regulations regarding city employees getting outside employment, but he didn't have details. What's the policy in this regards? No answer.
Ques: 2 executive secretary III, isn't this in violation of civil service rules that restrict an executive secretary to serving only the head of a dept, and not any other lower position. Comm Stiglich commented that dept heads are allowed to have a confidential secretary and an executive assistant. These are at-will, exempt positions.
Ques: how are program services monitored? Ans: Liz Jackson-Simpson said that they do 2 site visits a year. Monthly the CBOs give self-assessment reports. The Comm. Programs Division has 4 staff, down from 8.
Last year they personalized the CMS data system used by DCYF, to serve the purposes of our Dept's CBO contracts. This will make data collection computerized, as well as contract processes.
Their system requires more data input than the PrIDE program, but the Dept's CBOs have already been introduced to it, so they are used to it and are using it.
Liz Jackson-Simpson said they will be able to capture the raw data on service results but will not be able to analyze it. They will not be able to see how the programs have affected the youth's school bonding, or family bonding, or any number of other indicators of change.
Ques: who pays for out of home placements. Ans: didn't know. Ques: how many Dept youth served end up re committing? Ans: 25-30% have new sustained petitions.
To be put on the full commission agenda... discussion on continuing the evaluative/analytical piece in data collection on how CBO services/youth are doing.
Ques: how is OT being looked at? Ans: there's a committee looking at the status every other week. Juvenile Hall produces about 90% of the entire Dept's OT.
Ques: how far along are we in the combining of those two classes for juvenile hall and Log Cabin? Ans: only have one 1844 in personnel, so this is not a high priority, there is no timeline for completing it.
Ques: what process is there to get someone who has been on WC longterm (years) off WC? Ans: if a doctor determines their condition is permanent and stable, they can be moved off WC to a permanent disability status. If they couldn't be accommodate in this dept or elsewhere in the city, then the city would move to medically separate them from service.
Comm Lingad Ricci suggested that (following protocols) Comm Fetiçõ stay in touch with Mark Lui and get monthly updates from him (with copies of those updates given to the committee members), so that they can stay on top of issues as they develop, rather than playing catch up.
(public comments)
there were none.

6. (DISCUSSION) review of the CBO contracts preparation, timelines, processes and its role and place under the auspices of District based planning strategies for juvenile justice issues.
This item was not directly discussed. Liz Jackson-Simpson's presentation covered some aspects of the topic of CBO contracts, vis a vis the CMS system.
(public comments)
there were none.

7. (ACTION) Adjournment
there being no further business, the meeting was adjourned at 7:24pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
to be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

5:30pm Thursday, September 26, 2005

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of August 15, 2005 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Review the final contract amounts with CBOs, and report on status of contracts.
(public comment)

5. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget projections, and possible recommendations to full commission for changes in any policy, if needed.
(public comment)

6. (DISCUSSION/ACTION) Discussion on earmarking funds to do the evaluative/analytical piece in data collection on how CBO services/youth are doing.
(public comment)

7. (ACTION) Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MIMUTES OF SEPTEMBER 26, 2005 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

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The Minutes of this meeting set forth all actions taken by the Commission on the matters
stated, but not necessarily the chronological sequence in which the matters were taken up

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1. (ACTION) Roll Call
The Chair called the meeting to order at 5:30pm. Comm Stiglich was present at the gavel. Comm Ricci arrived at 5:50pm. Chief Siffermann, Mark Lui represented the Dept.

2. (ACTION) Review and approval of Minutes of August 15, 2005 meeting.
The minutes were approved as written.
(public comment)
there were none.

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
There were none.

4. (DISCUSSION/ACTION) Review the final contract amounts with CBOs, and report on status of contracts.
The Chief referred to a document, which contained all the contractors in a grid, showing the status of each (as requested by the committee). He has had meetings with Liz Jackson-Simpson and Lonnie Holmes. He said the bulk of the contracts are in the City Attorney's office for their review. There are a few where the providers need to give the Dept certain documents. He mentioned a particular contract, with the Parenting Skills group. He said that they have been providing the services, but no contract has been approved (they used to use memorandums of understanding). They seem not to know they needed to come into compliance. They have mistakenly been working under the assumption they were part of the Probation Dept. They are not part of a 501c3 CBO.
Comm Fetiçõ asked about the personal services contracts. M. Lui said there's about $45K for the arts and drama programs in juvenile hall. He reported a change in the contracting process, where personal services contracts don't have to go through the Mayor's budget office anymore.
Comm Stiglich asked about the chaplaincy program. She asked whether volunteers couldn't do it. The Chief said that he could look into it, and maybe ask for a presentation by them. M. Lui said the Interfaith Council funded them until about 3 yrs ago. The Dept will contact the chaplaincy staff about this.
(public comment)
there were none.

5. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget projections, and possible recommendations to full commission for changes in any policy, if needed.
M. Lui gave the committee members a spreadsheet that showed an ongoing accounting for expenses (for major categories) vs. the budgeted amounts.
Some categories were empty because those numbers (bills) haven't come through yet. Some are billed quarterly or semi annually. Telephone service doesn't bill, they directly take it directly out of the Dept's budget.
The vehicle budget will not change. The city (city garage) will just take whatever is budgeted (lease and maintenance). Vehicle leases for $2000/yr. Repairs are looked at closely. More than half the cars in the dept are run on natural gas. The Chief said that 75% of the cars, by Mayor's directive, have to be this.
Gas credit cards are used for out of town travel. Each division is responsible for their own car usage so the division supervisors sign off on those monthly bills. LCRS supplies its own vehicles gas. The Chief and Asst Chief have a gas credit card. There are several credit cards used to fill administration motor pool vehicles. Only 3 cars are assigned 24/7 in the dept.. to the Chief, Asst. Chief, and Dir. Of LCRS. (Toni Powell)
The work orders consist of power and light, WC, as two examples. $1.5 mil is allotted to WC. The Dept is looking into more roles and tasks that counselors out on WC can do that make them more useful, while they are on WC.
Comm Stiglich asked about progress toward merging counselor classes. The Chief said they are having ongoing discussions with the union on this. Things are still to be worked out.
There was a short discussion regarding LCRS.
(public comment)

6. (DISCUSSION/ACTION) Discussion on earmarking funds to do the evaluative/analytical piece in data collection on how CBO services/youth are doing.
The Chief acknowledged that as we go into the new contract year, they will have to decide how much to set aside to have an evaluative component. Comm Fetiçõ said there are many orgs that can do this component at a reasonable cost.
The Chief also mentioned his preference for funding "super" agencies (CBOs) that would subcontract pieces out of their grant to perform services needed by the Dept. This has not been discussed or planned for yet. He said they will begin with the JJCC, and decide on the target service areas. This idea may not fly in the current political/community environment, perhaps the commission could help out in
Comm Stiglich asked how many referrals the Dept gets from the SFUSD. The Chief said they got 3 today. He said that he wanted to see minor incidents occurring in schools to be dealt within the disciplinary culture of the school rather than elevating it to a criminal matter for our dept.
(public comment)
Rich Perino, Pres of DPOA, commented that for the amount of money being spent on private agencies (approx $4 mil), you could double the POs in the dept, and triple the counselors at LCRS.
You could set up a special school site of the public schools, for about 300 student (on probation) and staff it with POs. this would at least keep those youth in school, where they are now shunted off to half day affairs, independent studies –home schooling-- or just ignored when not attending at all.

7. (ACTION) Adjournment
There being no further business the meeting was adjourned at 6:20pm

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
to be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:30pm Monday October 17, 2005

8.9.4
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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of September 26, 2005 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Review the final contract amounts with CBOs, and report on status of contracts.
(public comment)

5. (DISCUSSION/ACTION) Chaplaincy program and possibility of adjustments.
(public comment)

6. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget projections, and possible recommendations to full commission for changes in any policy, if needed.
(public comment)

7. (DISCUSSION/ACTION) Ongoing report on progress of districts in developing strategies for financing/funding needed youth services (vis a vis district based planning).
(public comment)

8. (DISCUSSION/ACTION) Update on discussion earmarking funds to do the evaluative/analytical piece in data collection on how CBO services/youth are doing.
(public comment)

9. (ACTION) Adjournment

*** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by one day prior to set meeting date. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)*

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CONOZCA SUS DERECHOS DE CONFORMIDAD CON LA ORDENANZA SUNSHINE

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF OCTOBER 17, 2005 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters **stated, but not necessarily the chronological sequence in which the matters were taken up**

1. (ACTION) Roll Call
Comm. Stiglich called the meeting to order at 6:01pm Comm Ricci apologized for being late, she was just returning to the city from a family emergency. Comm. Fetico was excused. Chief Siffermann, ACPO Nance, Liz Jackson-Simpson, Mark Lui represented the Dept.

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2. (ACTION) Review and approval of Minutes of September 26, 2005 meeting.
Comm Ricci moved to table the approval until Comm Fetico returned and had time to review them.
(public comment)
There were none.

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
Alfredo Bojorquez, Instituto Familiar de la Raza, expressed a deep concern about the delay in getting their contract approved and payments made. The contract has been at the City Attorney's office for 4 wks, and even after this step there are other steps to be completed before any payments will be made to them. They have had to survive on using an expensive line of credit loan to keep staff paid, and are in a very difficult situation at this point. He mentioned that Sarah Wan of CYC is facing a similar situation, in addition to the other CBOs who are continuing to perform their services despite not being paid. He asked the Committee to do what they can to expedite the process.
He said that this impacts not only their program, but also other activities that they are involved in (eg. the language access task force he chairs for JDAI).

4. (DISCUSSION/ACTION) Review the final contract amounts with CBOs, and report on status of contracts.
Liz Jackson-Simpson passed out a couple of documents; one chart showing all the contracts and their status. 80% of the contracts are at the City Attorney's office. The other was a flow chart showing the steps to getting a contract approved. Three or four have been completed by the City Attorney's office, and she expects to pick up another 3 or 4 this week.
Comm Ricci asked if there is some known date for completion. L. Jackson-Simpson said she had no date. Comm Stiglich said she would call Dep City Attorney Katz to see if anything can be done to expedite it.
Comm Stiglich asked that this be put on the next Finance Committee meeting agenda, and that this problem be anticipated in future contracts.
L. Jackson-Simpson spoke a little about the CMS process that they will be using.
(public comment)
there were none.

5. (DISCUSSION/ACTION) Chaplaincy program and possibility of adjustments.
Comm Stiglich explained that this is not a singling out of the Chaplaincy program, but was just one of several items the committee needed more information and understanding about.
Rev. Toni Dunbar introduced several volunteers as part of the Chaplaincy program.
Liz Jackson-Simpson said that the Chaplaincy program was charged with providing a complement of ecumenical and inter faith services in juvenile hall and Log Cabin Ranch. The services also have linguistic capabilities. They insure that we meet the Board of Corrections standards by the services and interventions they provide.
Rev. Dunbar said that before the Chaplaincy, the religious services were provided by a number of very faithful and specific religious volunteers who represented their particular faith, organization, self-interest or religion, and were very narrow. There was no coordination, no way to exercise any legitimate control. There was very little diversity. There was no consistency, no particular relevance between the religious services and what was happening in the kids' lives. The Dept had no control over the dozens of people who came and went from the institution every week. She said that the Chaplaincy program was an initiative of this commission. She said that then Commissioner Charles Breyer decided that the Dept wasn't in control and out of compliance with Board of Corrections and the First Amendment, so he got together with the Interfaith Council to put together a funding proposal to get a chaplain. Rev Dunbar said that the chaplain would provide direct religious services, train others to faith-based work with this population. And put together an aftercare network so faith services could continue for the youth when they went back

to the community.
She said that Rev. Tinsley put together the model program based on what they do in Contra Costa County. Rev. Charles Tinsley introduced himself as a fulltime chaplain for Juvenile Detention in Contra Costa County. He said that the majority of counties in Calif have the loose volunteer based religious and spiritual services program in their halls like SF did. He said there needed to be a greater religious presence than volunteers could provide. He said there are only 5 counties that he knew of that offered this type of full time chaplaincy program, 3 of them in the Bay Area.
The Contra Costa County program is contracted to the Interfaith Council, but 2/3 of the budget is from Juvenile Probation.
Rev Dunbar says that services happen every day, every shift. She is available to staff 24 hrs/day. There are about 45 people, 14 orgs. they put together about 20 hrs/wk of religious programming.
In the hall are the Chaplain, Asst. Chaplain, and two interns. They have services on M/T/W nites and Sat.and Sun. Volunteers run these. One intern is developing a program that will run 2 dys/wk for about 8 hrs, and run in 6 wk cycles. The other intern is working 10 hrs/wk, sometimes in the hall, sometimes with FOCUS/vocational, and sometimes with a college bound program. There are 5 religious services on Sun, and a visitation program on Saturday.
Rev Dunbar said there was a fundamental difference between a volunteer chaplain and a professional chaplaincy. The latter provides coordination and oversight of volunteers.
There's a Buddhist chaplain, a Muslim chaplain, a Spanish language chaplain, one in B-5, and a chaplain at LCRS (all volunteers)
She described how they responded to a Court Commissioner's request to have ministers in her court to work with the kids. They also have several pending collaborations.
Ques: how much of the program budget comes from Juvenile Probation. About 2/3.
Ques: how much of the services are given to Log Cabin residents? There has been a group that has been going to LCR for several years faithfully. Rev. Ishmael Birch is there 10 hr/wk. There's another group that spends about 2 hrs/wk there.
Rev. Dunbar asked to have a report from the Chaplaincy program be a regular item on the Commission's meeting agendas.
(public comment)
Rev. Robson Ballard, 3rd Baptist Church asked why the chaplaincy program is being jeopardized. He spoke highly of the program.
Chief Siffermann spoke in support of the chaplaincy program. It is more than just giving religious services. He would recommend that reports from the chaplaincy program go before the Program Committee.
Donald Griggs, volunteer, spoke of the good rapport built between the youth and the program.
Comm Ricci recommended no adjustments be made. Comm Stiglich agreed.
Mrs. Griggs also spoke positively about the program's effect on the kids.

6. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget projections, and possible recommendations to full commission for changes in any policy, if needed.
M. Lui handed out another summary of the Dept's expense accounting, YTD. The controller's projections are still not available, as are some of the expense categories where billing isn't done on a monthly basis. There were no extraordinary expenses noted. Lui said that costs generally are higher in the fall, referring to the sheet. Eg., salaries were higher because there were 3 pay periods in Sept. He pointed to the reduction in food costs, saying that the previous vendor had raised costs about 30% without checking with them, so they had to pay down those costs in the last period. Now with another vendor, costs are lower.
(public comment)
there were none.

7. (DISCUSSION/ACTION) Ongoing report on progress of districts in developing strategies for financing/funding needed youth services (vis a vis district based planning).
Chief Siffermann said that he felt this was addressing the Dept's upcoming reviews of programs/services and potential contracts, where they will start with the Juvenile Justice Coordinating Council, and look at what the community needs are, and based on this assessment, deciding what types of programs/services, and which CBOs are best situated to provide them, all in the context of the community being at the table to be a partner in the entire process.
He said that he didn't want to continue using the bulk of the money for surveillance work. He said that he would have a planning meeting with L. Jackson-Simpson and David Onek (MOCJ).

(public comment)
there were none.

8. (DISCUSSION/ACTION) Update on discussion earmarking funds to do the evaluative/analytical piece in data collection on how CBO services/youth are doing.
Comm Stiglich said that without knowing what they are going to do, earmarking money to do an evaluation is difficult.
Chief Siffermann agreed. He said that they are going to either make this piece a part of all performance contracts (CBOs), or possibly contracting for outside evaluators. This remains to be discussed.
He additionally informed the Committee that there have been requests for public information regarding the PrIDE contract, La France Associates, and the American Justice Institute. They want bidding information, contracts, execution information, and payment information. The inquiry is coming from the SF Weekly.
(public comment)
there were none.

9. (ACTION) Adjournment
There being no further business, the meeting was adjourned at 7:15pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
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5:30pm Monday December 12 , 2005

11-29-05P03 40 RCVD

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of October 17, 2005 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Report on status of contracts.
(public comment)

5. (DISCUSSION/ACTION Review of the Dept's fiscal operations, with recap of expenditures, budget projections, and possible recommendations to full commission for changes in any policy, if needed. (items to include but not limited to, completed monthly expense/income spreadsheet, use of cell phones, vehicle pool status).
(public comment)

6. (DISCUSSION/ACTION) FY 06-07 budget planning calendar.
(public comment)

7. (DISCUSSION/ACTION) Ongoing report on progress of districts in developing strategies for financing/funding needed youth services (vis a vis district based planning).
(public comment)

8. (ACTION) Request for future agenda items, Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MNUTES OF DECEMBER 12, 2005 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The Chair called the meeting to order at 5:55pm. Comm Stiglich was present at the gavel, Comm Ricci was excused due to illness. The Chief and Mark Lui represented the Dept.

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2. (ACTION) Review and approval of Minutes of October 17, 2005 meeting.
Action on the minutes was tabled due to lack of quorum of members attending that meeting.
(public comment)
there were none.

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
there were none.

4. (DISCUSSION/ACTION) Report on status of contracts.
Liz Jackson-Simpson passed out a document showing a list of the CBO contracts and at what stage they were. Most were completed and are active, some were still in need of various documents to complete and are not yet active (being paid out). The Dept will be meeting with the City Attorney to explore ways the contracting process can be expedited so there aren't such long delays.
She mentioned some of the things happening in LCRS. Turning Heads is exploring doing a multi media academy with OpNet and Writers Corps.
(public comment)
there were none.

5. (DISCUSSION/ACTION Review of the Dept's fiscal operations, with recap of expenditures, budget projections, and possible recommendations to full commission for changes in any policy, if needed. (items to include but not limited to, completed monthly expense/income spreadsheet, use of cell phones, vehicle pool status).
M. Lui passed out a document that answered the queries sent by Comm Fetico. In summary:
The monthly expense report shows some areas that are high, some lower than budgeted amounts. Example, salaries are a little high. Utilities costs are now showing up ---being billed now. Cost for dept vehicles are billed semi-annually.
Comm Stiglich asked about premium pay, which looks to be coming in over budget. Why? Lui said that the best case is projected to be $68.9K short, worst case $175K. He didn't know why that was. It might be an accounting problem.
The Chief said staff costs in Juvenile Hall have been higher due to higher detention numbers, and "back filling" shifts for counselors in training. The Bd of Supervisors Govt Oversight Audit committee and they were satisfied with the Dept's explanations for how operations are going.
Comm Stiglich asked about materials and supplies, also looking on the high side. Lui attributed part of that to increased numbers in the hall, to deferred maintenance to the buildings.
Lui mentioned that the higher OT comes from not having enough on-call workers to take shifts. The Chief said there are 6 now being trained (40 hrs of training).
The workers comp situation: there are 7 active cases. These are the longterm cases. There is also a reduction in WC claims.
The Chief mentioned that Sam Kinghorne was acknowledged for his work on this issue. Comm Stiglich asked the Chief to include this in his report to the full commission.
The cars: the 4x4 truck was on a lease/purchase program, where it is leased for 3 yrs and then it's the Dept's. Lui said one or two years ago, Administrative Services (City Hall) took over control of their cars, on paper. So, now the Dept leases from the City at approx. $2,000/vehicle/year.
On the Juvenile Hall project, there will be a need for more money. The Chief said Sup. Maxwell thought possibly to hold a hearing on this so all the facts can be revealed. He said the Controller and the Mayor's office has reviewed this new deficit, and been able to project covering it less $300-600K.
The Chief announced that the Dept has received an offer of a grant for about $50K to do a grant proposal for

organizational development for a multi-year, six figure per year grant. This will be reported out at the full commission.
On the Mayor's budget directives: essentially they are asking for a $1.2 mil reduction in general fund expenditures for the dept.
The Chief said that he has been clear with the Bd of Supes, that this Dept needs to strengthen it's impact and effectiveness with the clients, and the City needs to continue supporting the Dept's efforts, through its budget. He said he didn't want to take any actions that would demand lay-offs.
Comm Stiglich offered whatever help the Dept felt the committee/commission could offer.
The Dept will have a draft budget ready by Jan. 16, for the Finance Committee meeting on the 23rd.
Re: policy and procedures for finance, Lui said the Controller does a post audit every year, and never found any material issues in past years.
Inventory: it is not computerized. They don't have a computer that's on the network.
(public comment)
there were none.

6. (DISCUSSION/ACTION) FY 06-07 budget planning calendar.
This was covered under item #5. A schedule was passed to the committee.
(public comment)
there were none.

7. (DISCUSSION/ACTION) Ongoing report on progress of districts in developing strategies for financing/funding needed youth services (vis a vis district based planning).
L. Jackson-Simpson referred to a flyer about a community meeting tomorrow at Horace Mann MS, to have community input on what programs/services are important to them. There are 2 other meetings planned in two other communities, and the input gotten from these will be used to guide the JJCC in developing the matrix of programs/services to be funded from TANF.
The Chief commented that these meetings will help clarify the target populations this dept needs to serve.
Prevention services that this dept requires are those that prevent recidivism, re entry into the system.
He pointed to one large pot of money that currently serve kids not within our jurisdiction. What we need is a delinquency shelter. The services at Huckleberry House need to serve more of our kids, and other depts. need to be involved in supporting that resource, in a more equitable fashion.
Comm Stiglich agreed that the Dept needs to concentrate on serving its youth, and letting other depts take up their responsibilities to serve the other youth our resources have been given to.
The Chief said that Chicago's experience with establishing a shelter for delinquents shows him the efficacy of the practice.
(public comment)
there were none.

8. (ACTION) Request for future agenda items, Adjournment
There being no further business, the meeting was adjourned at 7:10pm.

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Items 1 to 1 of 1

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Cc:

---

due to unforeseen problems the
Finance Committee of the Juvenile
Probation
Commission will not be meeting today
at 5:30pm

a future date will be announced...

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Cc:

Friends,

the Finance Committee of the Juvenile Probation Commissioon has scheduled
their meeting for next Monday Jan. 30, at 5pm in the YGC conference room.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF JANUARY 30, 2006 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Committee on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

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1. (ACTION) Roll Call
In the absence of the Chair, Comm. Stiglich called the meeting to order at 5:27pm. Comm Ricci was present at the gavel. Comm Fetico arrived at 5:40pm. CPO Siffermann and M. Lui represented the Dept.

2. (ACTION) Review and approval of Minutes of Dec 14, 2005 meeting.
The minutes were approved as written.
(public comment)
There were none.

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
There were none.

4. (DISCUSSION/ACTION) Review of the draft Dept FY 06-07 budget with possible recommendations to the full commission.
The Chief said that this draft was a starting point. There are items that still need adjustments in order to meet all the targets set by the city.
M. Lui said that the target reduction asked by the city is $1.2 mil. He pointed to a $472K amount that the Dept needs to absorb in salaries and benefits (not paid by general funds). Another aspect is a continuing 3% (total $740K). This is a reduction of an ongoing expense vs. a one time expense. These two parts equals the $1.2 mil.
Lui spoke about the equipment request forms (a one time request, not part of the general fund budget). He said that the Dept got an additional $120K this year to repair the road at LCRS, but because of environmental impacts it hasn't been done. That money was used to cover overages in the new juvenile hall project (about $6.6 mil), so the Dept is requesting another $170K in this next budget to do the road.
The Chief mentioned two things that are not in this budget. LCRS's planned budget for improvements, and expansion of programming supported by Children's Baseline funds.
Lui said that last year the Dept saved $300K in workers comp. This year it is projected to be $450K. No new figures are in yet from DHR for next year.
While overtime is lower now, next year there will be increased costs because of training of staff for the new facility.
There was a short discussion regarding the appropriateness of Huckleberry's contract. The Chief was in support of keeping the contract.
There was a short discussion about fee for service contracting.
Comm Stiglich also spoke in support of Huckleberry.
There were questions about the benefits gotten from the increases in CBO contracts this year (approx. $20K per contract). What were the resulting service levels?
L. Jackson-Simpson said that most of these contracts have to be "re-competed" this year, and most are funded by TANF. She said TANF funds are for community based, family focused more preventative type programs. She said they needed to keep in mind what the legislation mandates be done with the funds.
The ones who will continue to be funded are those probation services like home detention and intensive home based supervision.
There was a discussion about multi year contracts. Comm Fetico opposed blanket 3 yr contracts.
Comm Ricci asked about the debt repayment for JH. M Lui said that this was moved from the Mayor's budget (MOCJ) to the Dept's budget. The money is given to the Dept for payment of this amount.
Comm Stiglich asked whether it was possible to say the Dept would only spend approx $500K and not the $700K for CBO contracts, and work from there. L. Jackson-Simpson said that the city was mandated by Prop D to spend 4% of its budget on children's services. Further cutting the general fund support is dangerous, if and when TANF funds end (TANF is now called Juvenile Probation and Camps funding)
Comm Ricci commented that in the past, the Program Comm would work closely with the Finance Comm to seriously see how programs are working and whether they are providing the services that should be maintained.
Comm Stiglich repeated that she was interested in seeing whether the increases in CBO contracts led to

commensurate increases in services. Such a measurement could also be used for LCRS. She said she wasn't advocating this, but there needs to be a thorough examination of the budget to see where trimming could be done. M. Lui said if the 3 limited tenure positions from LCRS could be cleared out, a significant savings could be had, but they have no guarantee this can happen this next year.
Comm Ricci said perhaps they should look at the equipment list in prioritized format, item by item.
The Chief said that the items on the equipment list are done in prioritized fashion. This is also not part of the Dept's general fund budget, so changing it doesn't affect the bottom line.
The Chief commented that he was hoping to be able to convince the Mayor's office that this requested cut should not be imposed on the Dept, due to the work needing to be done.
It was decided to give the Chief the rest of this week to see how much he can win in concession from the Mayor's office, come back next Monday to hold a Finance Comm. mtg to review the changes, and see where to go from there. The Commission Secretary will find a room for the full commission mtg to act on the budget. Potential dates to look at: Feb. 9 or15th.
(public comment)
Bruce Rice, Fiscal Director of Huckleberry Youth Services, agreed with the Chief about advocating no cut to the Dept budget, and believed the Commission and other CBOs should be in support of this. He also said that the 200+ status offender kids they deal with in a year aren't so different from those that would have come to the Dept, even though they may not have been referred to Huckleberry from the Dept. He said since taking over these services 18 yrs ago, there have come on the scene other bodies and initiatives (eg. DHS, DCYF) and felt there was a basis for collaboration with them on continued support of the status offender services.
Comm Ricci agreed that perhaps we can start to alert our CBO partners to advocate for the Dept's budget, at the Mayor's budget office.

5. (DISCUSSION/ACTION Review of the Dept's fiscal operations, with recap of expenditures, budget
The Chief asked to put this off to another Finance Comm mtg, after the budget is done.
Comm Fetico wanted the budget process to begin earlier. M. Lui said they couldn't without the Mayor's budget targets. The Chief said that Comm Fetico's point is understood, that there needs to be an elevated level of consciousness in the Dept for each division head, that every act, every service performed, is traced to a line item in the budget, and to maximize the service delivery or functionality is accountable, affordable, and reliable. This applies to fiscal matters and to direct services. This is just beginning.
(public comment)
There was none.

6. (ACTION) Request for future agenda items, Adjournment
Comm Stiglich asked to review the CBO contracting process next month, to make sure we are on a timely schedule, to avoid any repeat of past contract hold-ups. Also, to continue strategizing ways to save money (eg. contracting out services).
There being no further business, the meeting was adjourned at 7:15pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:00PM MONDAY, February 6, 2006

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of January 30, 2006 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Further review of the draft Dept FY 06-07 budget with possible recommendations to the full commission. **explanatory document: draft budget
(public comment)

5. (DISCUSSION/ACTION Review of the Dept's fiscal operations, with recap of expenditures, budget
(public comment)

6. (ACTION) Request for future agenda items, Adjournment

*** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by one day prior to set meeting date. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)*

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF FEBRUARY 6, 2006 MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
held at Youth Guidance Center Conference Room 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Committee on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
The Chair called the meeting to order at 5:10pm. All commissioners were present at the gavel.
M Lui, L. Jackson-Simpson represented the dept. CPO Siffermann arrived later.
The Chair made some opening remarks. He said that there is an perception floating around that he is a "hardnose" making the Dept jump through hoops to get him information, and that he is counter productive. He said when he accepted this appointment, his understanding was that the City needed someone aware of the problems of youth, and wanted to make sure needs were being met. And in light of that he said he was a "hardnose" because he wanted to understand the Dept's budget and see that it was operating in an effective and efficient manner. He said that he's gotten "flack" from some sectors for his inquiries, but he isn't micro managing, and as a resident of San Francisco, he wants to make sure this Dept is accountable. He said he may step "over the line" sometimes, but as an advocate for youth, he will continue to be affirmative and adamant about getting results, and not bow to anyone.

2. (ACTION) Review and approval of Minutes of January 30, 2006 meeting.
It was moved and seconded to approve the minutes as written, but action on the minutes was tabled because M. Lui said he hadn't read the minutes yet.
(public comment)
There were none.

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)
Rich Perino, Pres, DPOA, gave the committee a copy of a part of the DPOA's MOU, that spoke to their right of review of contracted services to ascertain the relative cost of contracting or allowing City employees perform the work. He said that they have never been given this opportunity to review such service contracts, but continues to be an important aspect of their negotiations with the City, but has never been honored by the Dept.
He said no new probation officers have been hired since 2000, but the contracts continue to spiral up.
Comm Stiglich asked which services he thought could be done by POs. Perino said any services having to do with home detention/supervision. With the Title IVe reimbursements, the out of pocket cost is only about 1/3 of their salaries.

4. (DISCUSSION/ACTION) Further review of the draft Dept FY 06-07 budget with possible recommendations to the full commission.
M. Lui was asked what the results of the Dept's efforts with City Hall were this past week, and he declined to answer. He said he continued looking at cuts in the budget to make up the $546K shortfall. He said he found $140K net by not hiring a couple of positions. The two positions came to about $240K. He then estimated increased costs of $100K in utilities for the new juvenile hall. This was just a "guestimate". He said it could be off by $10-20K. He didn't know. With this added cut, there remains $480K to be cut to meet the city's target.
Comm Fetico asked about the OT for the Superintendent of Buildings and Grounds.
He asked about the former PrIDE grant. M Lui asked L. Jackson-Simpson to respond. She said the PrIDE project isn't funded this year but she didn't know how it was re directed. M Lui then said that during this year's (05-06) budget process, it was used to subsidize all the other contracts whole. He said without this $140K reduction in TANF they would have been looking at other ways of cutting. This allowed them to reduce the budget without having to touch the other contracts.
Comm Stiglich asked about the possibility of the home detention contracts being performed by POs.
L. Jackson-Simpson said that those services were contracted out without objection from the Probation Services. The granting period is 3 yrs, up next year. She said, yes, most of all the work done by contractors could potentially be done by POs.

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Comm Ricci asked for a spreadsheet report on the CBO contracts status and assessment of their service results to date.
L. Jackson-Simpson said she only had one staff to help her do this.
Comm Fetico said that there were still many items that he wanted to get to because they remain questions in his mind, as attempts are made to further reduce waste. The cell phone use, the number of "Xerox" machines, how does SF's membership cost compare to other counties in the Chief Probation Officers Assoc. etc. He said he wanted to see a finance process that would start early and be able to utilize the active, ongoing budget oversight to more easily project future years' needs. He asked about the savings from not having an Asst. CPO. M Lui said he was still being supported through our budget.
MOCJ is borrowing him, but this Dept still pays him.
Comm Stiglich asked how much this was costing the Dept. M Lui couldn't say. The Committee felt the Dept shouldn't be shy about its needs (the City hasn't given the Dept any "gift"), while M. Lui gave reasons why the Dept wasn't trying to get this expense reimbursed to the Dept.
Comm Stiglich asked how cuts to the LCRS would affect the bottom line. M. Lui said probably first to go would be staff. He said they didn't have enough to pay for food and clothing as it is now.
The relative cost/impact was discussed, if more kids were sent to LCRS, the costs would increase there? What were the alternatives? CYA? Out of Home Placement. Costs for monitoring those would increase? M. Lui said that it doesn't cost our dept more; it would cost the federal govt more. Most of those costs for monitoring out of home placements are reimbursed through AB 933. The percentage reimbursed via AB933 is higher than with title IVe.
The Chief came in at this point and reported that he was unable to discuss the Dept's budget needs with the Mayor's Budget Director. He's decided that whatever final budget Mark puts together will be what the Dept presents to the Mayor's office, whether it meets the city's targets or not.
The Chief said he would be looking at expenditures to see how further reductions could be made, eg. OT for administering the risk assessment instrument at juvenile hall on holidays.
Comm Stiglich asked if the WC savings projected for next year were already accounted for in the budget.
The Chief also mentioned that there is a separate budget being worked on for LCRS, which is not a part of this budget.
Comm Fetico asked about the electronic monitoring costs. The Chief said that this was being mishandled, for over extended periods of time. This is being looked at now. He said the defense/prosecuting attorneys and the court control use of this. Comm Fetico asked about contracting accounting help from the controller's office. M. Lui mentioned a number of staff reductions in the finance/accounting division.
Comm Stiglich proposed that with whatever additional savings the Dept can come up with, to result in, in the worst case $480K less than the City's targets, the Committee will recommend that the Commission support and advocate that with the Mayor's office.
The new budget packet will be available in the Commission office on Monday, the 13th by end of the day.
The Chief asked that for questions about the budget from other commissioners, if the Committee could help explain them before the Dept has to field them.
M Lui said that there would be no significance changes from the document the Committee already has. Comm Stiglich asked for an explanation of all the changes the Dept has made, which brings the budget to the current $480K shortfall from target.
Comm Ricci commended the Dept for their efforts on this budget. This has been a relatively painless process compared to the past few years. She said it would help for our partners and the Commission to participate in the City's hearings on the budget, and advocate along with the Dept.
(public comment)
Bruce Rice, Huckleberry House, agreed with the Dept and Commission's position that they cannot be expected to cut anymore.

5. (DISCUSSION/ACTION Review of the Dept's fiscal operations, with recap of expenditures, budget
This was tabled to the next Finance Committee meeting (on March 13).
(public comment)
There were none.

6. (ACTION) Request for future agenda items, Adjournment
There being no further business, the meeting was adjourned at 6:21pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:00PM MONDAY, March 13, 2006

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of January 30, 2006 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, trends in expenses, audits of all financial processes.
(public comment)

5. (DISCUSSION/ACTION) Update on status of CBO contracts.
(public comment)

5. (ACTION) Request for future agenda items, Adjournment

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From	Received	Subject
Don Chan	Mon 3/13/2006 4:36...	cancellation of finance comm mtg
Carolyn Jayin	Mon 3/13/2006 4:33...	Public Advisory Committee - 3/16/06

cancellation of finance comm mtg

Don Chan [Don.Chan@SFGOV.ORG]

This message was sent with high importance.

To: abojorquez@instituto-sf-ca.org; bgee@huckleberryyouth.org; bfisher@huckleberryyouth.org; Board.of.Supervisors@SFGOV.ORG; carmen.chu@SFGOV.ORG; PerryC@insurance.ca.gov; dgallagher@cccyo.org; david.onek@SFGOV.ORG; dcoleman@huckleberryyouth.org; fiona.chan@mingpaosf.com; gbieringer@sftc.org; Greg Mendiola; Ida Miranda; jduggan@earthlink.net; jean.amabile@SFGOV.ORG; jfithia@muse.sfusd.edu; john.radogno@SFGOV.ORG; John.Knox@SFGOV.ORG; great2468@aol.com; marynella.woods@SFGOV.ORG; Kpstrategy@aol.com; nancy@lfagroup.com; nlee@colemanadvocates.org; khalif_4@pacbell.net; Ruby Tourk; srichard@sfbag.org; stolliver@youthchance.org; peercourtsf@yahoo.com; ginas@sfsu.edu; ymac@colemanadvocates.org; heidi.isaac@SFGOV.ORG; frondlialewis@comcast.net; csquan@sbcglobal.net; Elisabeth Stover; baycitynews@pacbell.net; Gabe Calvillo; noimidwife@hotmail.com; executivedirector@ellahillhutch.org; SF Docs; seoulflower@yahoo.com; kasey asberry; Meredith A. Dwyer; Maru Salazar; tunadixon@netscape.net; YGCParents@aol.com; icysf@yahoo.com; leamondmcg@aol.com; jdhillon@vvcdc.org; Diana L. Garcia; ymcbeitia@sftc.org; tlr@pacbell.net; conniec@cycsf.org; sarahw@cycsf.org; Rebecca L Katz; joanne.chow-winship; vschwartz@huckleberryyouth.org; brice@huckleberryyouth.org; jclum3@aol.com; vortiz@eastbaycf.org; Jordan Klein; Brenda Abrams

Cc:

Due to a last minute conflict, there will not be a Finance Comm mtg today at 5pm

sorry for the inconvenience.. it will be re scheduled.

F
89.4
3/13/06
cancelled

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:00PM MONDAY, April 17, 2006

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of January 30, 2006 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, trends in expenses, audits of all financial processes.
(public comment)

5. (DISCUSSION/ACTION) Update on status of CBO contracts.
(public comment)

6. (DISCUSSION/ACTION) Review the status of Alan Nance, Director of MOCJ, and Dept's ongoing expenses. (Fetico)
(public comment)

7. (ACTION) Request for future agenda items, Adjournment

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JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
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San Francisco, CA 94127

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5:00 PM MONDAY, May 22, 2006

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of April 17, 2006 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, trends in expenses, audits of all financial processes.
(public comment)

5. (DISCUSSION/ACTION) Review of cell phone usage and possible recommendation for policy change. (Fetico)
(public comment)

6. (DISCUSSION/ACTION) Review of Dept car usage and possible recommendation for policy/procedure change. (Fetico)
(public comment)

7. (DISCUSSION) Review Grant Acceptance Protocols. (Siffermann)
(public comment)

8. (ACTION) Request for future agenda items, Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:00 PM MONDAY, June 19, 2006

9.4
/19/06

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of May 22, 2006 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, trends in expenses, audits of all financial processes.
(public comment)

5. (DISCUSSION/ACTION) Cell phone use policy and car use logs. (Fetico)
(public comment)

6. (DISCUSSION/ACTION) OT and the on-call list. Are benefits being maximized. (Fetico)
(public comment)

7. (ACTION) Request for future agenda items, Adjournment

*** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by one day prior to set meeting date. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)*

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE *June 14, 2006*

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5:00 PM MONDAY, July 24, 2006

9.4
24/06

AGENDA

07-05-07P04:42 RCVD

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of June 19, 2006 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, trends in expenses, audits of all financial processes.
(public comment)

5. (DISCUSSION/ACTION). Cell phone use policy and car use logs. (Fetico)
(public comment)

6. (ACTION) Request for future agenda items, Adjournment

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5:00 PM Tuesday, October 17, 2006

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of August 28, 2006 meeting.
(public comment)

10-11-06P03:12 RCVD

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) A fuller discussion and plan for the Dept audit by the Controller's office.
(public comment)

5. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, trends in expenses, audits of all financial processes.
(public comment)

6. (DISCUSSION/ACTION). Discuss a supplemental budget request for the Bd of Supervisors for additional support of CBO contracts.
(public comment)

7. (DISCUSSION/ACTION) Discussion of the upcoming budget process and setting up timelines for preparation.
(public comment)

8. (ACTION) Request for future agenda items, Adjournment

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5:00 PM Tuesday, November 14, 2006

AGENDA

11-07-06P03:10 RCVD

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of October 17, 2006 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION/ACTION) Recommending to the full Commission, priorities for the Dept audit by the Controller's office.
(public comment)

5. (DISCUSSION/ACTION) Consider asking the Dept to explore charging other counties for housing their warrant arrestees in juvenile hall, for more than a set period of time (to be determined, eg. 72 hrs).
(public comment)

6. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, trends in expenses, audits of all financial processes.
(public comment)

7. (DISCUSSION/ACTION) Discussion of the upcoming budget process and setting up timelines for preparation.
(public comment)

8. (ACTION) Request for future agenda items, Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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5:30 PM Monday, January 8, 2007

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of November 14, 2006 meeting. (public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION) Review of the Dept's draft 07-08 budget **explanatory document: Dept draft 07-08 budget (public comment)

5. (ACTION) Request for future agenda items, Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

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6:15pm Wednesday April 25, 2007

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of January 8. 2007 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION) Status of the City's budget process vis a vis the Dept's budget submission. Will there be any additional reductions required?
(public comment)

5. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, overtime and workmen's comp, trends in expenses.
(public comment)

6. (DISCUSSION/ACTION) Status of the Controller's audit of the dept.
(public comment)

7. (DISCUSSION/ACTION) Consider asking the Dept to explore charging other counties for housing their warrant arrestees in juvenile hall, for more than a set period of time (to be determined, eg. 72 hrs).
(public comment)

8. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

9. (ACTION) Request for future agenda items, Adjournment

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6:15pm Wednesday July 12, 2007

Finance Committee
Hully Fetico. Chair
Jacqueline Lingad Ricci
Lidia Stiglich

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1/12/07

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of April 25, 2007 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION) Status of the City's budget and the department's FY 07-08 budget.
(public comment)

5. (DISCUSSION/ACTION) Status of requested Controller's audit of the dept.
(public comment)

6. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, overtime and workmen's comp, trends in expenses
   - utilities (lights usage –timed use), city car use logs, grounds maintenance at YGC, stoppage of bottled water purchases.

   (public comment)

7. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

8. (ACTION) Request for future agenda items, Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

6:15pm Wednesday August 22, 2007

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Finance Committee
Hully Fetico. Chair
Jacqueline Lingad Ricci
Lidia Stiglich

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of July 12, 2007 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION) Status of the department's FY 07-08 budget.
(public comment)

5. (DISCUSSION/ACTION) Begin planning for next FY budget, with all relevant partners (a-la-community based strategic planning). (Queen)
(public comment)

6. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, overtime and workmen's comp, trends in expenses
   - city car use logs
   - out of home placement costs
   - final accounting to date for the juvenile hall project

   (public comment)

7. (DISCUSSION) Questions relating to the funds used for Commission work (Beijen)
(public comment)

8. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

9. (ACTION) Request for future agenda items, Adjournment

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

5:00pm Monday September 10, 2007

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Finance Committee
Hully Fetico. Chair
Jacqueline Lingad Ricci
Lidia Stiglich

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of July 12, 2007 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION) Status of the department's FY 07-08 budget.
(public comment)

5. (DISCUSSION/ACTION) Begin planning for next FY budget, with all relevant partners (a-la-community based strategic planning). (Queen)
(public comment)

6. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, overtime and workmen's comp, trends in expenses
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   - final accounting to date for the juvenile hall project

   (public comment)

7. (DISCUSSION) Questions relating to the funds used for Commission work (Beijen)
(public comment)

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9. (ACTION) Request for future agenda items, Adjournment

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JUVENILE PROBATION COMMISSION

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6:15pm Wednesday September 26, 2007

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Finance Committee
Hully Fetico. Chair
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Lidia Stiglich

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AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of August 22, 2007 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION) Status of the department's FY 07-08 budget.
(public comment)

5. (DISCUSSION/ACTION) Steps to begin planning for next FY budget, with all relevant partners (a-la-community based strategic planning). (Queen)
(public comment)

6. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, overtime and workmen's comp, trends in expenses
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Biết Các Quyền Của Quý Vị Theo Sắc Lệnh Sunshine

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL MEETING of the FINANCE COMMITTEE Of the JUVENILE PROBATION COMMISSION
To be held at Youth Guidance Center Conference Room
375 Woodside Ave
San Francisco, CA 94127

6:15pm Wednesday October 24, 2007

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Finance Committee
Hully Fetico. Chair
Dirk Beijen
Lidia Stiglich

AGENDA

1. (ACTION) Roll Call

2. (ACTION) Review and approval of Minutes of September 26, 2007 meeting.
(public comment)

3. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

4. (DISCUSSION) Merging of the two counselor classes (Stiglich)
(public comment)

5. (DISCUSSION/ACTION) Staffing needs for Juvenile Hall (Stiglich)
(public comment)

6. (DISCUSSION/ACTION) Review of the Dept's fiscal operations, with recap of expenditures, budget including status of contracts, overtime and workmen's comp, trends in expenses
   - city car use logs/cell phone use
   - out of home placement costs
   - CYA costs (number of youth committed/cost per)

   (public comment)

7. (DISCUSSION) How are CBO services/contracts going to be evaluated. (Fetico)
(public comment)

8. (DISCUSSION) Who will be involved in the budget planning process? (Fetico)
(public comment)

9. (Public Comment on any matter within the subject matter jurisdiction of the Finance Committee of the Juvenile Probation Commission)

10 (ACTION) Request for future agenda items, Adjournment

*** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be reviewed at the Commission office by one day prior to set meeting date. Please call the office to make arrangements. Some documents may be accessible on the Commission webpage: agendas)*

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FINANCE COMMITTEE OF THE JUVENILE PROBATION COMMISSION

Tuesday, May 6, 2008
6:00 PM
Youth Guidance Center – Room 222
375 Woodside Avenue
San Francisco, CA 94127

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5/6/08

Finance Committee
Dirk Beijen, Chair
Ellouise Patton
Susana Rojas

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Agenda

1. Roll call

2. Public Comment

Members of the public may address the Committee for up to three minutes on any matter within the Committee's jurisdiction but do not appear on the agenda. Speakers shall address their remarks to the Committee as a whole and not to individual Commissioners or Department personnel. The lack of a response by the Commissioners or Department personnel does not necessarily constitute agreement with or support of statements made during public comment.

3. Review and approval of the minutes from the meeting of October 24, 2007 – (ACTION ITEM)

4. FY 08-09 City and County Budget situation, the Department's response, and how the Commission can assist with the process – Commissioner Beijen (DISCUSSION ONLY)

5. Possible fund raising activities by the Commission – Commissioner Patton (DISCUSSION and POSSIBLE ACTION)

6. Discussion of funding from the Juvenile Justice Crime Prevention Act (JJCPA) and the Juvenile Probation and Camps Funding (JPCF) – Commissioner Pattton (DISCUSSION ONLY)

7. Status of Controller's Audit of reported grant funding to the Juvenile Probation Commission – Commissioner Patton (DISCUSSION ONLY)

8. Adjournment (ACTION ITEM)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE of the JUVENILE PROBATION COMMISSION

Wednesday, February 18, 2009
2:00 p.m.
Juvenile Probation Department, Main Conference Room #247
375 Woodside Avenue
San Francisco, CA 94127

Finance Committee
Dirk Beijen, Chair
Katharine Albright
Susana Rojas

AGENDA

1. Roll call

2. Review and Approval of Minutes from May 6, 2008 Meeting (ACTION ITEM)

3. Proposed Fiscal Year 2009-2010 Budget (DISCUSSION & ACTION ITEM)

4. Adjournment (ACTION ITEM)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

***REVISED* - FINANCE COMMITTEE of the JUVENILE PROBATION COMMISSION**

Wednesday, February 18, 2009
3:30 p.m.
Juvenile Probation Department, Main Conference Room #247
375 Woodside Avenue
San Francisco, CA 94127

Finance Committee
Dirk Beijen, Chair
Katharine Albright
Susana Rojas

AGENDA

1. Roll call

2. Review and Approval of Minutes from May 6, 2008 Meeting (ACTION ITEM)

3. Proposed Fiscal Year 2009-2010 Budget (DISCUSSION & ACTION ITEM)

4. Adjournment (ACTION ITEM)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Wednesday, September 30, 2009
2:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

Finance Committee
Katharine Albright, Chair
Sarah Ching Ting Wan
Rebecca Woodson

AGENDA

1. Roll call
2. Update on Budget (DISCUSSION ONLY)
3. Update on Mid-Year Budget Cuts (DISCUSSION ONLY)
4. Adjournment (ACTION ITEM)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Meeting Minutes
Wednesday, September 30, 2009
2:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee
Katharine Albright, Chair
Sarah Ching Ting Wan
Rebecca Woodson

Meeting Minutes

1. **Roll call**
   The Commission Chair called the meeting to order at 2:44 p.m. Commissioners Albright and Wan were present.

2. **Update on Budget (DISCUSSION ONLY)**
   - Sue Wong, Finance Director, stated that during the FY 09/10 budget, the department issued one layoff notice, a 1426 clerk typist, which will occur in December. Prior to that, there were two mid-year cuts in May: an IT position and Director of Community Programs.
     COMM Albright asked if these positions were union and had bumping rights and Ms. Wong said that they were civil service positions and had bumping rights.
   - No public comments.

3. **Update on Mid-Year Budget Cuts (DISCUSSION ONLY)**
   - Ms. Wong provided a summary of last year's mid-year budget cuts. The City began their fiscal year in July 2008, which was the beginning of the rolling mid-year cuts. JPD went through mid-year cut scenarios because of the revenue shortfall. The first mid-year cuts took place in December 2008 and it was a $750,000 cut that was made to the CEO budget. The second mid-year cuts were the IT and Director of Community Programs positions, in May 2009.
   - For the current year, JPD anticipates another round of mid-year cuts.
     COMM Wan asked what the budget size discrepancy was between FY 08/09 and FY 09/10. Ms. Wong said that it was lower by 2 million. The whole year impacted was $1.5 million, which was the bulk of their cuts. Smaller cuts were made during the FY 09/10 budget process.
   - JPD submits their budget proposal to the Mayor's budget office in February. The Mayor's budget office will probably use the February 21st budget submission as a

basis for implementing a mid-year cut.
COMM Albright asked that although cuts happen in December or May it is considered a mid-year cut and Ms. Wong agreed. Ms. Wong stated that it's a new development where rolling cuts are done throughout the year versus waiting for the May to June budget process to make the cuts.
COMM Albright asked that if there are additional cuts to the CBO's, to hold public meetings early on to give them notice. Ms. Wong stated that it was a key lesson learned from last year's process.

- COMM Albright asked in regards to the current budget year, to discuss the CBO process, how contracting is going and any other budget related issues that the commission should be aware of. Ms. Wong stated that the implementation of the overall budget is premature. JPD is spending within their budget. They are under-funded in their salary budget line. They have an $18 million salary line, need another million added to their budget, and have brought it up with the Mayor's budget office for the past two years. They are running a deficit, are able to save in other budget lines, and it ends up balancing against the $1 million salary shortfall. Because they balance at year end, the Mayor's budget office has been able to justify why they have never added money to their budget. At the end of FY 09/10, because JPD has made so many cuts, they are running out of areas where they usually have surpluses. They plan to meet again with the Mayor's budget office to discuss this structural salary deficit and will keep the commission posted.
- As it relates to the CBO budget line, we work-order the money to DCYF and they manage the contracts. DCYF just finalized the contracts within the last month. As a result, there may be some savings associated with CBO contracts because they are starting a quarter late in the year.
- COMM Albright requested financial statements for future budget meetings. Ms. Wong said she can provide financial statements that show budget and their spending to date by quarter, and do a projection based on where they are across the major budget lines, professional contracts, CBO's, materials and supplies. Ms. Wong will prepare an overall final FY 09/10 budget.
- COMM Albright requested the Q1 report for the next Full Board meeting to get the information to the commissioners. In addition, COMM Albright requested a detailed report of what the cumulative mid-year cuts over the last two years have been and would like to apprise the Full Commission of the $1 million deficit in salary line. Ms. Wong said that she will provide the commission the final budget summary; the financial statements as it relates to spending projections; and the cumulative mid-year cuts over the past two years.
- COMM Wan asked how the department makes the decision on mid-year cuts. Ms. Wong answered that they looked over the last five years and at the cumulative areas where they cut. That gave them a trend analysis around the balance of cuts across different lines. As a result, every year they end it with around $100,000 surplus. The other thing is efficiency changes. They are using less paper because they are moving documents onto a shared IT server network.
- The specific mid-year cuts that were made to the CBO budget line is a process that evolved and is conversations primarily between Allen Nance, Chief Siffermann, Ms. Wong, Allison Magee, and is usually in consultation with other division directors. At

the time, it was with LCR and Juvenile Hall. They have a new director of probation services that just joined JPD two weeks ago and it will involve her next time. As it relates to the FY 08/09 mid-year cut, they noticed that they had made dramatic cuts to their staffing in prior years. They deleted 8-9 probation officer positions and laid-off administrative support staff positions. To make it a more balanced cut, they realized that the CBO budget line had been maintained at the same level over the past five years and focused on that. They want to preserve positions that have the least impact on kids. The probation officers positions were unfilled and were cut from their budget. Administration is usually the first place to go to when you are looking for budget savings. Ms. Wong stated that Chief Siffermann tried to pull together the criteria, which they approach the decision making process on cuts and try to abide by, but stated that it really is a framework.

- COMM Wan asked about the projection on the city deficit. Ms. Wong said that they will know in January. The city will be able to project based on the six month spending level whether there will be a spending deficit. At that time, they revise their revenue projections. Also, the state decides to update their revenue projections. As a result of these three, the Controller's office generates a six month report in January and projects to year end. If that deficit number is over $100,000,000 that usually triggers discussion on mid-year cuts.
- No public comments.

4. **Adjournment (ACTION ITEM)**
The meeting adjourned at 3:07 p.m.

DRAFT

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Thursday, December 3, 2009
3:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

Finance Committee
Katharine Albright, Chair
Sarah Ching Ting Wan
Rebecca Woodson

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AGENDA

1. Roll call

2. Public Comment

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3. Review and Approval of the Finance Committee Minutes of September 30, 2009 (ACTION ITEM)

4. FY 2009-2010 Budget Update and Mid-Year Reductions presented by Sue Wong (DISCUSSION ONLY)

5. FY 2010-2011 Budget Planning and Target Reductions presented by Sue Wong (DISCUSSION ONLY)

6. Adjournment (ACTION ITEM)

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January 21, 2010

Finance Committee - January 21, 2010

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING
Thursday, January 21, 2010
3:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee
Katharine Albright, Chair
Sarah Ching Ting Wan
Rebecca Woodson

AGENDA

1. Roll call
2. Public Comment

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3. Review and Approval of the Finance Committee Minutes of December 3, 2009
   (ACTION ITEM)
4. FY 2009-2010 Budget Update and Mid-Year Reductions presented by Sue Wong
   (DISCUSSION ONLY)
5. FY 2010-2011 Budget Planning and Target Reductions presented by Sue Wong
   (DISCUSSION ONLY)
6. Adjournment (ACTION ITEM)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Meeting Minutes
Thursday, January 21, 2010
3:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee
Katharine Albright, Chair
Sarah Ching Ting Wan
Rebecca Woodson

Meeting Minutes

1. **Roll call**
   - The Commission Chair called the meeting to order at 3:34 p.m. Commissioners Albright and Wan were present.

2. **Public Comment**
   - No public comments.

3. **Review and Approval of the Finance Committee Minutes of December 3, 2009 (ACTION ITEM)**
   - Motion to approve the Finance Committee Minutes of December 3, 2009 by Commissioner Wan, second by Commissioner Albright. Minutes were approved.
   - No public comments.

4. **FY 2009-2010 Budget Update and Mid-Year Reductions presented by Sue Wong (DISCUSSION ONLY)**
   - Sue Wong, Finance Director, gave an update on the mid-year cuts. The Mayor's Office has decided to take the cuts from JPD's proposal and will be implementing pieces of the mid-year proposal over time. In December, the Mayor's Office implemented the cuts to the Professional Services Contracts and administration. JPD has been informed that the Mayor's Office is planning to issue a round of layoff notices in the next month or two and will be targeting the three filled administrative positions. Two will be part-time and the third will be a layoff. Ms. Wong said that "we do know the positions, however, have not notified staff."
   - COMM Wan asked if JPD expected another round of mid-year cuts. Allison Magee, Director of Administrative Services, said that "there have not been any more mid-year cuts identified."

- COMM Albright inquired about the impact on services and JPD's obligation to the mandates. Ms. Magee said that "there will be some slight reductions of services in terms of availability." It is not direct services positions and the cuts will impact JPD's internal operations.
- No public comments.

5. **FY 2010-2011 Budget Planning and Target Reductions presented by Sue Wong (DISCUSSION ONLY)**
   - JPD met with Steve Kawa, the Mayor's Chief of Staff, and discussed LCR, Juvenile Hall, and CBO's.
   - COMM Albright asked if the Mayor was going to recommend target levels for the department. Ms. Magee said that "the conversation was whether they want to take the rest of the mid-year cuts and what are the impacts of taking those cuts in probation services and other divisions." Ms. Wong said that "10 probation services positions were submitted for the mid-year cuts, however, they have not taken them. Now it is moving into the budget year conversations."
     COMM Albright asked about the impact on the probation services cuts. Ms. Magee said that "cuts to JPD would mean internal and external service impacts, and less time for case management."
     COMM Albright asked if these 10 probation officers have bumping rights. Ms. Magee stated that "they have bumping rights with Adult Probation."
   - COMM Albright asked how the department is handling the issues that the Mayor's Office raised regarding LCR, Juvenile Hall and CBO's. Ms. Magee said that "there are not any cuts in Juvenile Hall." JPD has state funds in place and want to double the population at LCR in the next year. JPD has talked about the level of cuts the CBO's endured last year and JPD is down to around $1.2 million. The total Violence Prevention pool is around $10 million and that will be reduced with the budget.
   - COMM Albright asked about the process in notifying staff on the upcoming layoffs and CBO's of the budget issues. Ms. Magee said that the "staff has been notified and we keep all of the division directors notified of what we think is going to happen. Our staff knows what is going on citywide with the budget and what has been asked of the department in terms of the 2.5% budget cut. We have not publicized potential layoffs yet. Regarding CBO's, we have had our JJCC meetings and discussed the budget expectations on the general fund side and state side. When these cuts happen we will have more meetings."
   - COMM Wan asked when JPD would know the impact of the state budget cut. Ms. Wong said that "the state budget proposal does not have any cuts to Juvenile Justice. The Juvenile Justice funding is now tied to the vehicle license fee, which projected a 15% reduction in revenue, but the actuals look more like 30%."
   - COMM Albright inquired about the city's budget deficit. Ms. Wong said "it was around $442 million. We are going to submit our budget on February 21st, minus the positions that were cut. We are not presenting any new cuts."
   - COMM Albright would like to have another Finance Committee meeting on February 16th to approve JPD's February 21st budget submission to the Mayor's Office. JPD and the Finance Committee will draft a letter by February 12th regarding why further cuts should not be made. The Full Commission Meeting will be moved to February

17th, so that the Finance Committee can present this letter to the Full Commission to work out any revisions, vote on it and make a recommendation. In addition, most of the JPD staff will be at a conference in Washington, D.C. on February 10th, the regularly scheduled monthly meeting. If the letter cannot be completed by the Full Commission February meeting, it will be moved to the March meeting.

- No public comments.

6. Adjournment (ACTION ITEM)

- The meeting adjourned at 4:12 p.m.

DRAFT

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Tuesday, February 16, 2010
3 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

Finance Committee
Katharine Albright, Chair
Sarah Ching Ting Wan
Rebecca Woodson

AGENDA

1. Roll call

2. Public Comment

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3. Review and Approval of the Finance Committee Minutes of January 21, 2010 (ACTION ITEM)

4. Review Finance Committee Letter Recommending JPD's Budget (DISCUSSION ONLY)

5. Review of Commission Budget Planning (DISCUSSION ONLY)

6. FY 2010-2011 Financials presented by Sue Wong (DISCUSSION ONLY)

7. Adjournment (ACTION ITEM)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Meeting Minutes
Tuesday, February 16, 2010
3 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee
Katharine Albright, Chair
Sarah Ching Ting Wan
Rebecca Woodson

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Meeting Minutes

1. **Roll call**
   - The Commission Chair called the meeting to order at 3:10 p.m. Commissioners Albright and Wan were present.

2. **Public Comment**
   - No public comments.

3. **Review and Approval of the Finance Committee Minutes of January 21, 2010 (DISCUSSION ONLY)**
   - Motion to approve the Finance Committee Minutes of January 21, 2010 by Commissioner Wan, second by Commissioner Albright. Minutes were approved.
   - No public comments.

4. **Review Finance Committee Letter Recommending JPD's Budget (DISCUSSION ONLY)**
   - COMM Albright distributed the 2009 Mayor's budget letter for review and expressed that the department has many of the same concerns as last year. The letter should reflect that JPD was given a 20% budget target reduction of $5.1 million and an overall reduction of 30% or $7.6 million. As expressed last year, the department is operating on a "bare bones" budget.
     COMM Albright and Wan would like to finalize the current budget letter and send it to the Mayor's Office before the FY 2010/2011 budget submission on February 22nd stating that the Commission supports JPD's proposed budget and expresses a strong concern regarding the cuts and what the impacts will be on the mandated and non-mandated services and probation officers. A serious concern is the layoff of 20 employees.

- Sue Wong, Finance Director, stated that the department is finalizing the FY 2010/2011 budget to be submitted to the Mayor's Office on February 22nd and provided a JPD 2010/2011 Budget Presentation.
- The current year budget provides the different revenue sources, other than general fund. It represents 17% of the budget, funded by outside revenue sources, and totals $6 million dollars. It is a mix of federal and state funding. The division expense has a total budget of about $35 million and a total FTE budget of $244 million.
- Ms. Wong also distributed the JPD Org Chart.
- Regarding JPD budget challenges, the department was issued a 30% reduction target, which totals about $7.7 million. The budget year target is 20% and the budget year contingency target is 10%. The state revenue shortfall will be an additional 11%.
- Earlier this morning, the Mayor's Office instructed JPD to include in the budget submission 10 layoff positions in probation services. This would be another $1 million cut. It will be noted, but it is uncertain if the Mayor's Office will take it.
- COMM Wan asked about the minimum staffing requirement. Allison Magee, Director of Administrative Services, stated that Probation does not have any staffing requirements. Juvenile Hall does and it is a ratio of 1:15 during waking hours and 1:30 during sleeping hours. The new facility has a higher impact on staffing. Today, there were 110 kids.
- The Food Services Contract proposal was introduced last year as part of the Mayor's budget submission for JPD and they have asked JPD to introduce it again this year.
- A new, one-time, revenue source from the Asset Forfeiture Fund is $160,000. The total reduction from the FY 2010/2011 budget is $600,000 compared to FY 2009/2010 budget. 10 additional probation services positions and 10 other positions (seven food service contract staff; two admin staff layoff/downgrade; and one deleted admin position) will be impacted. It is a $1.4 million reduction in JPD's budget.
- The Food Services Contract for FY 2011 savings is around $280,000, starting on October 1st. The annual savings is projected to be about $385,000. Seven staff members will be laid off and three food service staff members will remain.
- No public comments.

5. Review of Commission Budget Planning (DISCUSSION ONLY)

- COMM Woodson attended a budget meeting with the Mayor and Commission Presidents regarding an update on the city budget.
  COMM Albright noted that the city's budget deficit is $500 million.
- No public comments.

6. Adjournment (ACTION ITEM)

- The meeting adjourned at 4:25 p.m.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Tuesday, January 10, 2012
3 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee
Joseph Arellano, Chair
Katharine Albright
Sarah Ching Ting Wan

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AGENDA

1. Roll call

2. Public Comment

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3. Review and Approval of the Finance Committee Minutes of February 16, 2010 (ACTION ITEM)

4. Presentation on the FY 2012-2013 Budget by Catherine McGuire (DISCUSSION ONLY)

5. Review of Commission Budget Planning (DISCUSSION ONLY)

6. Adjournment (ACTION ITEM)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Meeting Minutes
Tuesday, January 10, 2012
3 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee
Joseph Arellano, Chair
Katharine Albright
Sarah Ching Ting Wan

39.4
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Meeting Minutes

1. **Roll call**
   - The Commission Chair called the meeting to order at 3:04 p.m. Commissioners Arellano and Wan were present.

2. **Public Comment**
   - No public comments.

3. **Review and Approval of the Finance Committee Minutes of February 16, 2010 (DISCUSSION ONLY)**
   - Motion to approve the Finance Committee Minutes of February 16, 2010 by Commissioner Wan, second by Commissioner Arellano. Minutes approved.
   - No public comments.

4. **Presentation on the FY 2012-2013 Budget by Catherine McGuire (DISCUSSION ONLY)**
   - Ms. McGuire provided a one-page summary entitled *FY2012-13 and FY2013-14 Budget Preparation Discussion* (supporting document available on website). The handout provides the FY2011-12 Approved Budget; City FY12013 Budget Overview for Fy2012-13 and FY 2013-14; Budget Instructions; JPD Cut Targets for Fy2012-13 and FY 2013-14; and JPD strategies.
   - FY2011-12 budget was successful, with the Commissions' support, and no cuts were proposed in the submission. Few requests were received: three vehicles; one server; and one washing machine for LCR; A $150,000 Zellerbach grant funds were matched from general funds to build a case management system at JPD; and the BOS requested a cut in overtime, resulting in a $108,000 reduction.
   - The City is facing a $263 million shortfall for FY2012-13. The shortfall increases to $375 million in FY2013-14, which includes employee MOU give-backs, with the exception of police, fire and nurses. Contracts will be renegotiated at the end of the fiscal year.
   - A mandated two-year "rolling" budget will now be required for FY 2012-2013 and FY 2013-2014. The FY2013-2014 will be reopened next year to adjust, as necessary.

Budget instructions are to cut 5%; plus 1% FTE; and 2.5% contingency in FY2012-13 and FY2013-14.

- The JPD cut for FY2012-13 and FY2013-14 is: $2.5 million (5% cut); $353,528 (1% FTE @ 2.28 positions); and $4 million (2.5% contingency). The total budget cut is 4.2 million over the two years and represents over 10% of the budget. The strategy is to explore revenue options and by having ongoing discussions with the Mayor's Office. In addition, JPD seeks additional grants, plus state allocations.
- Chief Siffermann discussed the impact of the 5-year outlook: realignment; closure of DJJ, they will no longer accept juveniles in 2013 and are currently housing six youths; and core responsibilities, which is the framework for JPD's budget.
  COMM Arellano commended the Chief and his staff for their budget planning and inquired about the budget timeline. Ms. McGuire stated that JPD's budget is submitted to the Mayor's Office on February 21st for review, with the Commissions' recommendation, and to the BOS by May 1st.
- Ms. McGuire stated that the Governor submitted an early budget for 2012-2013; the cuts for the $125,000/per child per year for DJJ will be assessed, but not collected. It will not impact JPD's budget.
  COMM Wan asked when the JPD budget would be submitted to the Commission. Ms. McGuire said that it will be provided before the February 8th Full Commission meeting.
- No public comments.

5. **Review of Commission Budget Planning (DISCUSSION ONLY)**
   - COMM Arellano and Wan will report today's Finance Committee meeting to the Full Commission at the 01-11-12 Full Commission meeting for further discussions.
   - No public comments.

6. **Adjournment (ACTION ITEM)**
   - The meeting adjourned at 3:40 p.m.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Thursday, February 23, 2012
3:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

02-21-12A08:32 RCVD

Finance Committee
Joseph Arellano, Chair
Katharine Albright
Sarah Ching Ting Wan

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AGENDA

1. Roll call

2. Public Comment

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3. Review and Approval of the Finance Committee Minutes of January 10, 2012 (ACTION ITEM)

4. Review Mayor's Budget Letter Recommending JPD's Budget (DISCUSSION ONLY)

5. Adjournment (ACTION ITEM)

***SUPPORTING DOCUMENTATION FOR JUVENILE PROBATION COMMISSION AGENDA ITEMS THAT ARE NOT CONFIDENTIAL ARE AVAILABLE FOR REVIEW AT THE JUVENILE PROBATION COMMISSION OFFICE, 375 WOODSIDE AVENUE, SAN FRANCISCO, CA 94127, DURING NORMAL BUSINESS HOURS, (415) 753-7870. IF ANY MATERIALS RELATED TO AN ITEM ON THIS AGENDA ARE DISTRIBUTED TO THE COMMISSION MEMBERS AFTER DISTRIBUTION OF THE AGENDA PACKET, THOSE MATERIALS ARE ALSO AVAILABLE FOR PUBLIC INSPECTION AT THE COMMISSION OFFICE, 375 WOODSIDE AVENUE, SAN FRANCISCO, DURING NORMAL OFFICE HOURS.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Meeting Minutes
Tuesday, February 23, 2012
3:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee
Joseph Arellano, Chair
Katharine Albright
Sarah Ching Ting Wan

Meeting Minutes

1. **Roll call**
   - The Commission Chair called the meeting to order at 3:43 p.m. Commissioners Arellano and Wan were present.

2. **Public Comment**
   - No public comments.

3. **Review and Approval of the Finance Committee Minutes of January 10, 2012 (DISCUSSION ONLY)**
   - Motion to approve the Finance Committee Minutes of January 10, 2012 by Commissioner Wan, second by Commissioner Arellano. Minutes approved.
   - No public comments.

4. **Review Mayor's Budget Letter Recommending JPD's Budget (DISCUSSION ONLY)**
   - Commissioners Arellano and Wan revised the Mayor's budget letter recommending JPD's budget to the Mayor's Office. Ms. Magee and Ms. McGuire provided the updated figures needed for the letter.
   - The Mayor's budget letter will be presented at the 03-14 Full Commission meeting for review and approval.
   - No public comments.

5. **Adjsournment (ACTION ITEM)**
   - The meeting adjourned at 4:18 p.m.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Tuesday, February 5, 2013
2:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

Finance Committee
Joseph Arellano, Chair
Katharine Albright
Sarah Ching Ting Wan

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AGENDA

1. Roll call

2. Public Comment

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3. Review and Approval of the Finance Committee Minutes of February 23, 2012 (ACTION ITEM)

4. Presentation on the FY 2013-2014 and FY 2014-2015 Budget by Catherine McGuire (DISCUSSION ONLY)

5. Adjournment (ACTION ITEM)

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FINANCE COMMITTEE MEETING MINUTES

City and County of San Francisco
Juvenile Probation Commission
February 5, 2013 at 2:30 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue, San Francisco, CA 94127

Finance Committee Members:
Joseph Arellano, Chair
Katharine Albright
Sarah Wan

Present: Joseph Arellano (Chair) and Sarah Wan
Absent: Katharine Albright (excused)
Quorum present? Yes

Others Present:
Deputy Director: Allison Magee
Finance Director: Catherine McGuire

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Proceedings:

1. Meeting called to order at 2:50 p.m. by Joseph Arellano, Chair

2. No public comments

3. 02-23-12 meeting minutes approved. Motion to approve: AYES: Arellano, Wan
   -No public comments

4. Presentation on the FY 2013-2014/FY 2014-2015 Budget by Catherine McGuire (DISCUSSION ONLY)
   -The budget will be submitted to the Mayor's Office on February 21, 2013.
   -The following documents were provided: FY2013-2014 and FY2014-2015 Budget Preparations Discussions (which summarized the Budget Instructions; JPD Cut Targets; JPD Strategies; and JPD Proposals); JPD Capital Budget Requests (projects funded and not funded); and JPD Capital Plan and Capital Needs (broken into three tiers: 10-year capital plan; two-year capital budget for specific projects that exceed $100,000; and facilities maintenance). See supporting documents at JPC website at: http://sfgov3.org/index.aspx?page=4215.
   -The budget focused on facility repairs and maintenance.
   -JPD's full budget will be provided at the Full Commission meeting on March 13, 2013.
   -The Committee recommended writing two letters: one to the Mayor's Office recommending JPD's budget and one to BOS's Capital Planning Committee requesting additional funding for JPD's outdoor recreational area. These letters will be addressed at the March 13, 2013 Full Commission meeting.
   -Public comments:
   Todd Lloyd and another individual asked for clarification on a few budget items.
   Martha Mangold asked about the outdoor yard facility.

5. Meeting adjourned at 3:39 p.m.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Friday, March 1, 2013
4 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

Finance Committee Members:
Joseph Arellano, Chair
Katharine Albright
Sarah Ching Ting Wan

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AGENDA

1. Roll call

2. Public Comment

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3. Review and Approval of the Finance Committee Minutes of February 5, 2013 (ACTION ITEM)

4. Review Mayor's Letter Recommending JPD's Budget and BOS' Capital Planning Committee Letter Requesting Additional Funding for JPD's Outdoor Recreational Facility (DISCUSSION ONLY)

5. Adjournment (ACTION ITEM)

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

01-29-14P02:03 RCVD

JUVENILE PROBATION COMISSION FINANCE COMMITTEE MEETING

Finance Committee Meeting Minutes
Friday, March 1, 2013
4 p.m.
Juvenile Probation Department, Main Conference Room 242
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee Members
Joseph Arellano, Chair
Katharine Albright
Sarah Wan

Meeting Minutes

Proceedings:

1. Roll Call:
   Commissioner Arellano called the meeting to order at 4:14 p.m.
   Present: Katharine Albright; Joseph Arellano; and Sarah Wan.

   Others Present:
   Deputy Director: Allison Magee
   Finance Director: Catherine McGuire

2. No Public Comments.

3. Approval of the Finance Committee Minutes of February 5, 2013.
   Motion to approve the Finance Committee meeting minutes of February 5, 2013 by Commissioner Arellano; second by Commissioner Wan.
   -AYES: Albright; Arellano; and Wan. Minutes approved.
   -No public comments.

4. Presentation on the FY 2013-2014 and FY 2014-2015 Budget by Catherine McGuire, Finance Director (DISCUSSION ONLY)
   The Mayor's budget letter recommending JPD's budget for FY 2013-14 and FY 2014-15 and requesting additional funding for JPD's deferred maintenance from Capital Planning Committee was drafted and will be presented to the Full Commission on March 13th.
   -No public comments.

5. Commissioner Arellano adjourned the meeting at 5:05 p.m.

For more information, contact the Commission Secretary at 415-753-7870 or visit:
Juvenile Probation Commission: http://sfgov3.org/index.aspx?page=542
Juvenile Probation Commission Meeting Information: http://sfgov3.org/index.aspx?page=578
Juvenile Probation Commission Meeting Audio Archive: http://sfgov3.org/index.aspx?page=2888

01-29-14P02:03 RCVD

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Monday, February 10, 2014
3 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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JAN 29 2014
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Finance Committee
Joseph Arellano, Chair
Julian Chang

AGENDA

1. Roll call

2. Public Comment

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3. Review and Approval of the Finance Committee Meeting Minutes of March 1, 2013 (ACTION ITEM)

4. Presentation on the FY 2014-2015 and FY 2015-2016 Budget by Catherine McGuire, Finance Director (DISCUSSION ONLY)

5. Recommendation of FY 2014-2015 and FY 2015-2016 Budget Presentation to the Full Commission (DISCUSSION AND ACTION ITEM)

6. Adjournment (ACTION ITEM)

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JUVENILE PROBATION COMMISSION

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JUVENILE PROBATION COMISSION FINANCE COMMITTEE MEETING

Finance Committee Meeting Minutes
Monday, February 10, 2014
3 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

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Finance Committee Members
Joseph Arellano, Chair
Julian Chang

Meeting Minutes

Proceedings:

1. Roll Call:
   Commissioner Arellano called the meeting to order at 3:07 p.m.
   Present: Joseph Arellano and Julian Chang

   Others Present:
   Finance Director: Catherine McGuire

2. No Public Comments.

3. Review and Approval of the Finance Committee Minutes of March 1, 2013 (ACTION ITEM).
   Motion to approve the Finance Committee meeting minutes of March 1, 2013 by Commissioner Chang; second by Commissioner Arellano.
   AYES: Arellano and Chang. Minutes approved.
   -No public comments.

4. Presentation on the FY 2014-2015 and FY 2015-2016 Budget by Catherine McGuire, Finance Director (DISCUSSION ONLY)
   -The budget will be submitted to the Mayor's Office on February 21, 2014.
   -The following document was provided: FY2014-2015 and FY2015-2016 Budget Presentation (which summarized the overview of the city budget; cut targets and JPD proposed response; FY13-14 budget vs. base budget; budget submission (overall; salaries; training; capital and IT); and subsequent discussions (see supporting document at: http://sfgov.org/juvprobation/finance-committee/meetings).
   -The significant shortfall will be the Title 4E funding cut.
   -JPD's full budget will be provided at the March 12, 2014 Full Commission meeting.
   -The Committee recommended writing a letter to constituents opposing Title 4E cuts. This letter will be addressed at the March 12, 2014 Full Commission meeting.
   -No public comments.

5. Recommendation of FY 2014-2015 and FY 2015-2016 Budget Presentation to the Full Commission (DISCUSSION AND ACTION ITEM)
   Motion to recommend the Finance FY 2014-2015 and FY 2015-2016 Budget Presentation to the Full Commission by Commissioner Chang; second by Commissioner Arellano.
   AYES: Arellano and Chang. Recommendation approved.
   -No public comments.

6. Commissioner Arellano adjourned the meeting at 4:01 p.m.

DRAFT

For more information, contact the Commission Secretary at 415-753-7870 or visit:
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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

FINANCE COMMITTEE MEETING

Tuesday, April 8, 2014
3 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

03-27-14P03:27 RCVD

Finance Committee
Joseph Arellano, Chair
Julian Chang

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8/14

AGENDA

1. Roll call

2. Public Comment

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3. Review and Approval of the Finance Committee Meeting Minutes of February 10, 2014 (ACTION ITEM)

4. Review Mayor's Letter Recommending JPD's Budget (DISCUSSION ONLY)

5. Adjournment (ACTION ITEM)

***SUPPORTING DOCUMENTATION FOR JUVENILE PROBATION COMMISSION AGENDA ITEMS THAT ARE NOT CONFIDENTIAL ARE AVAILABLE FOR REVIEW AT THE JUVENILE PROBATION COMMISSION OFFICE, 375 WOODSIDE AVENUE, SAN FRANCISCO, CA 94127, DURING NORMAL BUSINESS HOURS, (415) 753-7870. IF ANY MATERIALS RELATED TO AN ITEM ON THIS AGENDA ARE DISTRIBUTED TO THE COMMISSION MEMBERS AFTER DISTRIBUTION OF THE AGENDA PACKET, THOSE MATERIALS ARE ALSO AVAILABLE FOR PUBLIC INSPECTION AT THE COMMISSION OFFICE, 375 WOODSIDE AVENUE, SAN FRANCISCO, DURING NORMAL OFFICE HOURS.

The Commission will hear public comment on all agenda items before or during discussion of the item. The period of time allowed for public comment may be modified by the Chair in the interest of fairness to all those wishing to address the Commission.

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE

Government's duty is to serve the public, reaching its decision in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force. You may contact the current Sunshine Ordinance Task Force Administrator, Frank Darby, Jr., as follows: Sunshine Ordinance Task Force, City Hall, Room 244, 1 Dr. Carlton B. Goodlett Place, San Francisco CA 94102-4689; by phone at (415) 554-7724; by fax at (415) 554-7854; or by email at sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library, and on the City's Web site at http://www.sfgov.org.

Disability Access: The hearing room is wheelchair accessible. To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact the Commission Secretary at (415) 753-7870 at least two business days before the meeting.

Chemical-Based Products: In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

JUVENILE PROBATION COMMISSION FINANCE COMMITTEE MEETING

Finance Committee Meeting Minutes
Tuesday, April 8, 2014
3 p.m.
Juvenile Probation Department, Main Conference Room 247
375 Woodside Avenue
San Francisco, CA 94127

Finance Committee Members
Joseph Arellano, Chair
Julian Chang

Meeting Minutes

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Proceedings:

1. Roll Call:
   Commissioner Arellano called the meeting to order at 3:10 p.m.
   Present: Joseph Arellano and Julian Chang

   Others Present: Finance Director, Catherine McGuire

2. No Public Comments

3. Review and Approval of Finance Committee Minutes of February 10, 2014 (ACTION ITEM)
   Motion to approve the Finance Committee meeting minutes of February 10, 2014 by Commissioner Chang; second by Commissioner Arellano.
   AYES: Arellano and Chang. Minutes approved.
   -No public comments.

4. Review Mayor's Letter Recommending JPD's Budget (DISCUSSION ONLY)
   - The Committee prepared the Mayor's letter recommending JPD's budget, based on Finance Director McGuire's February 10th budget presentation, and focused on the following: additional funds for capital infrastructure requests, permanent staffing needs, as well as health and safety needs (see 4/8 JPC Mayor's Budget Letter under Finance Committee Supporting Documents at: http://sfgov.org/juvprobation/finance-committee/meetings).
   -The Mayor's budget letter will be presented to the Full Commission at the April 9th Full Commission meeting for review and approval.
   -No public comments.

5. Commissioner Arellano adjourned the meeting at 3:44 p.m.

For more information, contact the JPC Secretary at 415-753-7870 or visit:
JPC Members: http://sfgov.org/juvprobation/juvenile-probation-commission
JPC Meeting Information: http://sfgov.org/juvprobation/juvenile-probation-commission-meeting-information
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